



RESERVATION REQUEST FORM

Please print or type

Date: _____

Name of Organization: _____

Address: _____

Contact person(s): _____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

Date(s) requested: _____ Time(s) From: _____ To: _____

_____ Time(s) From: _____ To: _____

PURPOSE OF EVENT: _____

- | | | |
|--|------------------------------|-----------------------------|
| Will you be selling concessions? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you be selling programs, wares and merchandise? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you be having entrance fee/ticket sales? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will you be using the Scoreboard? (additional \$500) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

TYPE OF ORGANIZATION:

- | | | |
|--|---|---|
| <input type="checkbox"/> Commercial Organization | <input type="checkbox"/> Private Organization | <input type="checkbox"/> Youth - Athletic |
| <input type="checkbox"/> Nonprofit Organization | <input type="checkbox"/> UOG Campus Organization Unit | <input type="checkbox"/> Adult - Athletic |
| <input type="checkbox"/> Government of Guam Agency | <input type="checkbox"/> UOG Student Organization | <input type="checkbox"/> Other: _____ |

FACILITIES REQUESTED:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Main Arena | <input type="checkbox"/> Volleyball Court | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Ticket Booth | |
| <input type="checkbox"/> Soccer Field | <input type="checkbox"/> Food & Beverage Concession Area | |



EQUIPMENT REQUESTED:

CHAIRS YES NO QUANTITY: _____
TABLES YES NO QUANTITY: _____
STAGE YES NO SIZE: _____

APPROVED DECLINED

TOTAL RENTAL FEE: \$ _____ DEPOSIT PAID? YES NO

SIGNATURE OF ATHLETICS DIRECTOR

ACKNOWLEDGEMENT OF REQUESTING PARTY

I, _____, acknowledge and agree that my reservation request is subject to the availability of the UOG Calvo Field House. I understand that all rental fees listed above must be paid no later than seven (7) days after the event has concluded. Late fees will be assessed for any payments made after this deadline.

I understand that the required \$500.00 deposit applicable for bigger events (<\$1,500) is **non-refundable**, including in cases where the event is cancelled. I further acknowledge that the UOG Calvo Field House reserves the right to withhold event preparation if the deposit and all required documents are not submitted prior to the event date.

I agree that all equipment provided for the event must be returned in good condition and free of damage. I accept full financial responsibility for any equipment that is lost, damaged, or not returned, and I understand that additional fees will be applied accordingly.

I acknowledge that my event must comply with all University of Guam and Calvo Field House rules and regulations.

Signature: _____ Date: _____