



## Facility Request Form

Date Submitted: \_\_\_\_\_

|                                |                   |            |
|--------------------------------|-------------------|------------|
| <b>Applicant Information</b>   |                   |            |
| Applicant Name: _____          |                   |            |
| Organization/Group Name: _____ |                   |            |
| Address: _____                 | City/State: _____ | Zip: _____ |
| Phone: _____ Email: _____      |                   |            |

|   |  |  |
|---|--|--|
| <b>Space Requested (Check all that apply.)</b>  |  |  |
| <input type="checkbox"/> Entire Facility ( <b>Exclusive Use of All Areas</b> ) Please also indicate what areas will be used below.<br><i>**If charging an Admission, Entire Facility must be reserved**</i> |  |  |
| <input type="checkbox"/> Soccer - Full Size (# fields _____) <b>10 available</b>  | Soccer – Small Sided, 75x50 (# fields _____) |  |
| <input type="checkbox"/> Football (# fields _____) <b>10 available</b>  | Specify field size: _____                    |  |
| <input type="checkbox"/> Lacrosse (# fields _____) <b>10 available</b>  | Specify field size: _____                    |  |
| <input type="checkbox"/> Other: _____ (# fields _____)  | Specify field size: _____                    |  |
| Additional field number/size notes: _____<br>_____  |  |  |

|  |  |
|--|--|
| <b>Dates &amp; Times Requested</b>   |  |
| <input type="checkbox"/> Special Event (Tournament, Expo, etc.)  | <input type="checkbox"/> Practice or Program (Multi-week Standing Reservation) |
| Event Start Date: _____ Event End Date: _____  |  |
| Event Setup Time: _____ Event Teardown Time: _____   |  |
| <i>For each day of the week on which the facility is requested, indicate the start and stop times below:</i> |  |

| Event Day  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------|--------|---------|-----------|----------|--------|----------|--------|
| Start Time |        |         |           |          |        |          |        |
| End Time   |        |         |           |          |        |          |        |

(OVER)

**Event Information**

Event Title: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact on Event Day: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Entry Fee Charged: \_\_\_ No \_\_\_ Yes If yes, amount: \_\_\_\_\_

Estimated Number of Spectators: \_\_\_\_\_ Admission Fee Charged: \_\_\_ No \_\_\_ Yes If yes, amount: \_\_\_\_\_

*\*\*If charging an Admission/Gate Fee at front entrance, Entire Facility must be reserved*

Estimated Percentage of "Out-of-Town" Participants (greater than 2-hour travel distance): \_\_\_\_\_ %

Will your event require the following?

Police Security

The applicant may be required to pay for police officers for security, crowd control, and/or traffic control at the event. The total number of police officers working at the event is determined by the Round Rock Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) the time of day during which the event is conducted; (4) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (5) the history of the particular event. If needed, the cost for Police Security is \$55/hour in most cases. The estimated costs for Police Security will be provided prior to event and total costs billed on final invoice after event.

Additional Equipment or services requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature**

As an authorized representative for the organization/group and event requested on this form, I understand the rules and regulations applying to the use of the Round Rock Sports Center and agree they will be followed in the conduct of the event.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Title: \_\_\_\_\_ Date: \_\_\_\_\_