



MizzouRec Services & Facilities

**RESERVATION REQUEST FORM**

OUR MISSION IS TO BE THE BEST PART OF YOUR MIZZOU DAY AND YOUR FIRST CHOICE FOR FUN.

THIS FORM MUST BE COMPLETED AND RETURNED **NO LATER THAN 7 BUSINESS DAYS PRIOR** TO THE SCHEDULE EVENT. PLEASE NOTE THAT COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE APPROVAL.

**PLEASE SUBMIT THE COMPLETED FORM DIRECTLY OR RETURN IT TO THE BUSINESS OFFICE IN THE MU STUDENT RECREATION COMPLEX EITHER IN PERSON OR VIA FAX TO 573.884.5404**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_ Group/Organization \_\_\_\_\_

Billing Address: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

\_\_\_\_\_ Applicant Phone: \_\_\_\_\_

Is your group a Student Organization?  Yes  No

If no, is your event affiliated with a Department of the University?  Yes  No

Please explain: \_\_\_\_\_

\_\_\_\_\_

**UNIVERSITY DEPARTMENTS**

MO Code: \_\_\_\_\_ People Soft Account Number: \_\_\_\_\_

**EVENT INFORMATION**

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Setup Time: \_\_\_\_\_ Event Time Frame: \_\_\_\_\_ Tear Down Time: \_\_\_\_\_

Estimated Number in Attendance: \_\_\_\_\_ Age Range of Participants: \_\_\_\_\_

Will food and/or beverages be served?  Yes  No

If yes, please explain (Application for a food permit may be required):

\_\_\_\_\_

\_\_\_\_\_

Please describe the purpose of your event and need for using MizzouRec Complex Facilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL COMMENTS/INSTRUCTIONS (FACILITY USE ONLY)

# RECREATION FACILITY SPACES

PLEASE SELECT ONLY THE FACILITY/FACILITIES THAT YOU WOULD LIKE TO RESERVE

## RACQUETBALL/SQUASH COURT

No. of Courts: \_\_\_\_\_

Preferred Court(s):

- Court #1     Court #2  
 Court #3     Court #4     Squash

**COST (PER COURT):** MU Group Rate: \$25/hour  
Public Group Rate: \$30/hour

## SOUTH SRC (3 BASKETBALL COURTS)

No. of Courts: \_\_\_\_\_

Preferred Court(s):

- Court #1     Court #2     Court #3

**COST (PER COURT):** MU Group Rate: \$35/hour  
Public Group Rate: \$45/hour

## NORTH SRC (3 BASKETBALL COURTS)

No. of Courts: \_\_\_\_\_

Preferred Court(s):

- Court #4     Court #5     Court #6

**COST (PER COURT):** MU Group Rate: \$35/hour  
Public Group Rate: \$45/hour

## BREWER COURTS (4 BASKETBALL COURTS)

No. of Courts: \_\_\_\_\_

Preferred Court(s):

- Court #7     Court #8  
 Court #9     Court #10

**COST (PER COURT):** MU Group Rate: \$35/hour  
Public Group Rate: \$45/hour

## SCROGG'S PEAK & BREWER BUTTE

**COST:** MU Group Rate: \$35/hour  
Public Group Rate: \$45/hour

### IMPORTANT RESERVATION INFORMATION:

- » **ALL RESERVATIONS ARE SUBJECT TO THE \$50 APPLICATION FEE. THE \$50 APPLICATION FEE WILL BE USED AS THE SERVICE FEE FOR ANY EVENT LASTING 4 HOURS OR LESS. ANY EVENT LASTING LONGER THAN 4 HOURS IS SUBJECT TO AN ADDITIONAL \$50 SERVICE FEE.**
- » **ALL RESERVATIONS ARE SUBJECT TO AN INITIAL \$26 CUSTODIAL FEE. ANY CLEAN-UP TAKING LONGER THAN ONE HOUR IS SUBJECT TO AN ADDITIONAL \$26/HOUR CHARGE.**
- » **ALL RESERVATIONS ON STANKOWSKI FIELDS ARE SUBJECT TO A \$49 GROOMING FEE.**
- » **FOR ANY QUESTIONS REGARDING THESE FEES AND OTHER RATES, PLEASE CONTACT MIZZOUREC'S COORDINATOR OF EVENT MANAGEMENT AT 573.884.5600.**

## STANKOWSKI RECREATION COMPLEX & FIELDHOUSE

### » FIELDS

No. of Fields: \_\_\_\_\_

Preferred Field(s):

- Field #1     Field #2     Field #3

**COST (PER FIELD):** MU Group Rate: \$35/hour  
Public Group Rate: \$45/hour

### » WALKING TRACK

**COST:** MU Group Rate: \$20/hour  
Public Group Rate: \$24/hour

### » SAND VOLLEYBALL COURTS

No. of Courts: \_\_\_\_\_

Preferred Fields(s):

- Court #1     Court #2     Court #3     Court #4

**COST (PER COURT):** MU Group Rate: \$15/hour  
Public Group Rate: \$20/hour

### » FIELDHOUSE & RESTROOMS

**COST:** MU Group Rate: \$75/day  
Public Group Rate: \$150/day

## HINKSON PARK & RESTROOMS (2 hour minimum):

No. of Fields: \_\_\_\_\_

Preferred Fields(s):

- Field #1     Field #2     Field #3

**COST (PER FIELD):** MU Group Rate: \$35/hour  
Public Group Rate: \$45/hour

## EPPLE FIELDS & SHELTER (2 hour minimum):

### » FIELDS:

No. of Fields: \_\_\_\_\_

Preferred Fields(s):

- Field #1     Field #2     Field #3     Field #4

**COST (PER FIELD):** MU Group Rate: \$25/hour  
Public Group Rate: \$35/hour

### » SHELTER HOUSE & RESTROOMS

**COST:** MU Group Rate: \$25/day  
Public Group Rate: \$35/day

## OUTDOOR TENNIS COURTS

No. of Courts: \_\_\_\_\_

Preferred Fields(s):

- Court #1     Court #2     Court #3     Court #4

**HOURLY COST (PER COURT):** MU Group Rate: \$15/hour  
Public Group Rate: \$20/hour

**DAILY COST (PER COURT):** MU Group Rate: \$45/day  
Public Group Rate: \$60/day

# MIZZOU AQUATIC CENTER

2 HOUR MINIMUM RENTAL REQUIREMENT FOR ALL POOLS

FOR QUESTIONS ABOUT THE AQUATIC CENTER, CONTACT THE MIZZOU AQUATIC CENTER MANAGER AT 573.884.560

## 50M COMPETITIVE POOL LONG COURSE:

### *COST FOR ENTIRE POOL – 50 METERS (8 LANES):*

- MU Group Rate: \$150/hour  
Public Group Rate: \$180/hour

### *COST PER LANE:*

- MU Group Rate: \$20/hour  
Public Group Rate: \$30/hour

## 50M COMPETITIVE POOL SHORT COURSE:

### *COST FOR HALF POOL – 25 YARDS (8 LANES):*

- MU Group Rate: \$75/hour  
Public Group Rate: \$90/hour

### *COST PER LANE:*

- MU Group Rate: \$15/hour  
Public Group Rate: \$18/hour

## DIVING WELL:

- COST FOR ENTIRE WELL:* MU Group Rate: \$75/hour  
Public Group Rate: \$90/hour
- COST FOR ONE BOARD:* MU Group Rate: \$20/hour  
Public Group Rate: \$30/hour
- COST FOR TOWER:* MU Group Rate: \$40/hour  
Public Group Rate: \$50/hour

## TRUMAN'S POND:

- COST:* MU Group Rate: \$100/hour  
Public Group Rate: \$120/hour

## TIGER GROTTTO:

- COST:* MU Group Rate: \$100/hour  
Public Group Rate: \$120/hour

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## MEETING ROOMS

2 HOUR MINIMUM RENTAL REQUIREMENT FOR ALL MEETING ROOMS AND A \$100 ROOM CONVERSION FEE MAY APPLY

### SPIRIT & TRADITION HALL

- COST:* MU Group Rate: \$15/hour  
Public Group Rate: \$20/hour

### BREWER BOARDROOM

(SEATING FOR 14)

- COST:* MU Group Rate: \$20/hour  
Public Group Rate: 30/hour

### LEGENDS ROOM

(SEATING FOR 40-75)

- COST:* MU Group Rate: \$25/hour  
Public Group Rate: \$35/hour

### CANDY WHITTET SKYBOX CONFERENCE ROOM

(SEATING FOR 15-25)

- COST:* MU Group Rate: \$20/hour  
Public Group Rate: \$30/hour

### AQUATIC MEZZANINE

- COST:* MU Group Rate: \$25/hour  
Public Group Rate: \$30/hour

### BRESNAHAN-WRIGHT CLASSROOM

(SEATING FOR UP TO 50)

- COST:* MU Group Rate: \$25/hour  
Public Group Rate: \$30/hour

### SCOT ARNOLD ROOM

(SEATING FOR 10)

- COST:* MU Group Rate: \$20/hour  
Public Group Rate: \$25/hour

### DR. ALLEN W. HAHN DECK SUITE

(SEATING FOR 15-50)

- COST:* MU Group Rate: \$14/hour  
Public Group Rate: \$20/hour

### STUDIO 29

- COST:* MU Group Rate: \$20/hour  
Public Group Rate: \$35/hour

### MARTIAL ARTS STUDIO

- COST:* MU Group Rate: \$20/hour  
Public Group Rate: \$35/hour

### JUNGLE LOBBY

- COST:* MU Group Rate: \$65/hour  
Public Group Rate: \$90/hour

### JUNGLE MEZZANINE

- COST:* MU Group Rate: \$25/hour  
Public Group Rate: \$35/hour

### DOWNTOWN BREWER

- COST:* MU Group Rate: \$42/hour  
Public Group Rate: \$60/hour

# EQUIPMENT RENTALS

EQUIPMENT WILL BE PROVIDED ON THE DAY OF YOUR EVENT. EQUIPMENT MUST BE REQUESTED BEFORE EVENT IS CONFIRMED. IF EXTRA EQUIPMENT IS NEEDED ON THE DAY OF THE EVENT, YOUR GROUP WILL INCUR THE APPROPRIATE CHARGES. MIZZOUREC CAN ALSO RENT NEEDED EQUIPMENT FOR YOUR EVENT; UP TO 2 WEEKS IN ADVANCE IS PREFERRED AND YOUR GROUP MUST INCUR ALL COSTS. EVENT STAFF, LIFEGUARDS, OFFICIALS, AND OTHER STAFFING WILL BE DETERMINED SOLELY AT THE DISCRETION OF MIZZOUREC'S COORDINATOR OF EVENT MANAGEMENT. DEPENDING ON THE TYPE OF EVENT AND THE FACILITY CLOSING HOUR, THE FOLLOWING MAY BE AUTOMATICALLY ASSIGNED BY MIZZOUREC: EXTRA EVENT STAFF, MUPD OFFICER (\$35/HOUR) – MAY BE REQUIRED FOR EVENTS LASTING LATER THAN 12AM, PROFESSIONAL STAFF (\$33/HOUR).

**STAFFING (\$17/HOUR):**

Quantity: \_\_\_\_\_

**VOLLEYBALL EQUIPMENT (\$15/DAY/COURT):**

Quantity: \_\_\_\_\_

**TOWEL (\$4/TOWEL/DAY):**

Quantity: \_\_\_\_\_

**TECH SUPPORT (\$25/HOUR):**

Quantity: \_\_\_\_\_

**OUTDOOR FOOTBALL EQUIPMENT (\$15/DAY):**

Quantity: \_\_\_\_\_

**ICE MACHINE (\$75/EVENT):**

Quantity: \_\_\_\_\_

**EXTENSION CORD/SURGE BAR (\$4/DAY):**

Quantity: \_\_\_\_\_

**SOCCER GOALS (\$50/SET/DAY):**

Quantity: \_\_\_\_\_

**STEREO (\$10/DAY):**

Quantity: \_\_\_\_\_

**PA/SOUND SYSTEM (\$125/DAY):**

Quantity: \_\_\_\_\_

**WIRELESS SCOREBOARD (\$35/DAY):**

Quantity: \_\_\_\_\_

**PODIUM (\$30/DAY):**

Quantity: \_\_\_\_\_

**STAGE SECTION (4'X8') (\$25/DAY):**

Quantity: \_\_\_\_\_

**FLIP SCORE CHART (\$25/DAY):**

Quantity: \_\_\_\_\_

**PING PONG TABLE (\$50/DAY):**

Quantity: \_\_\_\_\_

**COURT TARP (\$100/COURT/DAY):**

Quantity: \_\_\_\_\_

**TIP & ROLL BLEACHER (\$50/DAY):**

Quantity: \_\_\_\_\_

**EASEL WITH PAD (\$50/EACH):**

Quantity: \_\_\_\_\_

**BASKETBALLS (\$6/DAY):**

Quantity: \_\_\_\_\_

**POP UP (10'X10') TENT (\$25/DAY):**

Quantity: \_\_\_\_\_

**WHEELCHAIR (\$10/DAY):**

Quantity: \_\_\_\_\_

**VOLLEYBALLS (\$5/DAY):**

Quantity: \_\_\_\_\_

**CHAIR (\$6/DAY):**

Quantity: \_\_\_\_\_

**PIPE & DRAPE:**

**Assembly & take down fee: (\$17/every 10')**

**9' option (\$10/10'/day)**

**16' option (\$20/10'/day)**

Quantity: \_\_\_\_\_

**FOOTBALLS (\$6/DAY):**

Quantity: \_\_\_\_\_

**MIZZOUREC PADDED CHAIR (\$5/DAY):**

Quantity: \_\_\_\_\_

» ALL AQUATIC TIMING EQUIPMENT IS SUBJECT TO APPROVAL BY THE MIZZOU AQUATIC CENTER MANAGER.

**SOCCER BALLS (\$5/DAY):**

Quantity: \_\_\_\_\_

**TABLE – 8FT, 6FT, 4FT (\$10/DAY):**

Quantity: \_\_\_\_\_

**12 SCRIMMAGE VESTS (\$24/DAY):**

Quantity: \_\_\_\_\_

**LINENS (\$6/LINEN/DAY):**

Quantity: \_\_\_\_\_

**14 FOOTBALL FLAGS (\$12/DAY):**

Quantity: \_\_\_\_\_

**TRASH CAN (\$5/DAY):**

Quantity: \_\_\_\_\_

I acknowledge by submitting this form, I am only submitting a request that is tentative and does not guarantee availability. I understand before my reservation is confirmed, I must read the MizzouRec Event Policy Manual and sign the Facility Rental Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



OFFICE USE ONLY

Date Application Received: \_\_\_\_\_ Date Contacted: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Date Confirmed: \_\_\_\_\_ Date Invoiced: \_\_\_\_\_ Date Paid: \_\_\_\_\_