



NC State University
Carmichael Complex Facility and Operations
Facility Reservation Request Form



Please Print Clearly

Sponsoring Organization: _____ Date Submitted: _____
 Contact Person: _____ Phone: _____
 Mailing Address: _____
 E-mail: _____

Please indicate the type of reservation you would like to make:

Date			Time	
_____	_____	am/pm	to	_____ am/pm
_____	_____	am/pm	to	_____ am/pm
_____	_____	am/pm	to	_____ am/pm
_____	_____	am/pm	to	_____ am/pm

When requesting courts, please indicate which court(s) you would prefer:

Classrooms	Outdoor Facilities	Indoor Facilities
Room 104	Lower Miller Field	Fencing Room
Room 121	Upper Miller Field	Squash courts
Room 123	Outdoor BB Courts	Locker Rooms
Room 125	Tennis Courts 1-6	Track
Room 127	Court # _____	Aerobics Studio
Room 2014	Tennis Courts 7-12	BB Courts 1-8
Room 2015	Court# _____	Court # _____
Room 2035		BB Courts 9-11
Room 2036		Court # _____
Room 2037	Other Area: _____	

Description of Activity:

Estimated Number of Participants: _____

Guidelines:

- Physical Education classes and Campus Recreation events have priority status
- Application should be submitted 2 weeks prior to event for consideration
- Student Organizations are generally not eligible for facility space.

FOR OFFICE USE ONLY

Approved: _____
 Entered: _____

Denied: _____
 Reason For Denial:

Date Received: _____
 Date: _____
 Date: _____
 Copy Sent: _____
 Date: _____

Comments:
