

Campus Recreation Facility Event Operations Needs

(place an “X” in each column item where applicable)

- Campus Recreation is not responsible for items marked with an “*”
- By selecting an item that is provided by Campus Rec, that does not guarantee you that item. Once approved, you will be notified if your desired equipment is available or not.

	Your Group	Campus Rec
Staffing:		
*Security Staff (non USD i.e. “Elite Security”)		
*Public Safety Staff		
*Event Supervision (by your group)- Required		
Equipment Needs:		
Bleachers (cannot have bleachers and gym divider at same time)		
Gym Divider (cannot have gym divider and bleachers at same time)		
*Tables		
*Chairs		
*Stage		
*Sound System / Media equip.		
*Video Screen		
Flip Score Charts		
Volleyball set up		
Basketball Hoops		
Gym Floor Cover		
Pool Deck BBQ (we do not provide propane)		
Basketballs		
Volleyballs		
Beach volleyball Set (1 net with 2 balls)		
Park volleyball set up (poles, 1 net and 1 ball)		
Dodge Balls		
Flags (for flag football, capture the flag, etc.)		
Pennies (jerseys)		
Other Needs (please list below)		

*For items with a *, Campus Rec will **NOT** provide these. It is up to your group to make the appropriate arrangements with Athletics (tables, chairs, trash/recycle cans), Campus Scheduling (stage) or Media Services (AV/electronic needs).

Please note that if the area is not appropriately cleaned after the event, a non-negotiable cleaning fee (minimum of \$100) will be applied to the organization or department.