

Student Recreation and Wellness Center
Washburn University

Facility Reservation Form

Date Reservation Submitted: _____
 Name of Campus Organization: _____
 Name of Individual Submitting Form: _____
 Washburn Identification Number: _____
 Address: _____

 Phone Number: _____
 Email Address: _____

Reservation Details:

Day(s) of the Week: _____
 Date(s): _____
 Time(s): _____
 # People Participating: _____

Brief Description of Activity: _____

Multi-Purpose Room
 Ichabod Room
 Rock Climbing Wall
 Gymnasium:
 Court 1
 Court 2
 Court 3
 Track

Notes: For Office Use Only	

Equipment/Set-Up Needs: *(please indicate number when appropriate)*

Tables #	Volleyballs #	Cones #
Chairs #	Basketballs #	Scoreboards #
TV/DVD	Soccer Balls #	Jerseys #
Sound System	Other _____	

Reservation Information:

Groups must be affiliated with Washburn in order to reserve areas within the SRWC. Campus organization status will be verified with the Student Activities and Greek Life office. You will receive confirmation of your reservation status via email. All groups reserving space within the SRWC are expected to leave the facility in the condition it was in when they arrived.

updated 7/15

For Office Use Only:		
Date Received	Activity Approved	Email Verification Sent
Date Available	Activity Denied (reason)	Staff Initial