



Raymond B. Preston Health & Activities Center

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EVENT RESERVATION REQUEST

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

APPLICANT INFORMATION

(all fields on this page are required to process request)

Date Submitted: _____

Name: _____

Dept. | Group | Organization: _____

Street Address: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Applicant's e-mail: _____

Applicant's Phone: (____) - ____ - _____ Is your group a Student Organization? : YES NO

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EVENT INFORMATION

(all fields on this page are required to process request)

Event Date: ____ / ____ / ____ Type of Event: _____

For multiple day events, please list all dates + times:

RECREATION FACILITY SPACES

please select only the facility/facilities that you would like to reserve for your event.

FULL FACILITY

COST: \$200/hour + possible staffing costs*

RACQUETBALL COURT

Time: _____

Preferred Court(s):

- Court #1
- Court #2
- Court #3
- Court #4
- Court #5
- Court #6

COST (PER COURT): \$10/hour + possible staffing costs*

GYMNASIUM

COST (PER FULL GYM): \$150/hour + possible staffing costs*

HARDWOOD COURTS

Time: _____

- Court #1
- Court #2
- Court #5
- Court #6

COST (PER COURT): \$25/hour + possible staffing costs*

BLUE COURTS

Time: _____

- Court #3
- Court #4

COST (PER COURT): \$25/hour + possible staffing costs*

WALKING TRACK

COST: \$15/hour + possible staffing costs*

BILL POWELL NATATORIUM Time: _____

COST PER LANE: \$10/hour + possible lifeguard & staffing costs*

COST FOR ENTIRE POOL: \$100/hour + possible lifeguard & staffing costs*

MEETING ROOMS

DANCE STUDIO
COST: \$40/hour + possible staffing costs*

PRESTON FAMILY FOUNDATION MEETING ROOM
COST: \$40/hour + possible staffing costs*

MULTI-PURPOSE ROOM Time: _____
RENTAL FEE WITH EQUIPMENT

WKU GROUP
COST: \$50/hour + possible staffing costs*

NON-WKU GROUP
COST: \$75/hour + possible staffing costs*

RENTAL FEE WITHOUT EQUIPMENT

WKU GROUP
COST: \$25/hour + possible staffing costs*

NON-WKU GROUP
COST: \$50/hour + possible staffing costs*

*please note that additional staffing costs may be incurred due to usage outside of hours or if numbers exceed normal amount of demand.

EVENT INFORMATION (continued)

(all fields on this page are required to process request)

Event Date: _____ Event Start Time (including setup): _____ Event End Time: _____

Estimated Number of Attendees: _____ Age Range of Participants: _____

Will the event include food and/or beverages: YES NO

If yes, please explain what type of food/beverages: _____



ADDITIONAL NEEDS

(check fields that apply to your event)

of chairs: _____ audio/video equipment need: _____ electrical: _____

of tables: _____ stage: _____ trash cans: _____

Additional Room Setup Request(s): _____

Please describe the purpose of your event and the need for using the Preston Health & Activities Center:

COMPLETED FORMS CAN BE EMAILED TO
CANDICE DOUGLAS (candice.douglas@wku.edu)
OR
RETURNED TO THE BUSINESS OFFICE IN
THE PRESTON HEALTH & ACTIVITIES CENTER