

**MABEE CENTER**

**Reservation Request**

Contract No. \_\_\_\_\_

Organization: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Area Requested:**

Address: \_\_\_\_\_

Main Arena \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Pool \_\_\_\_\_

Telephone: \_\_\_\_\_

Racquetball \_\_\_\_\_

Event: \_\_\_\_\_

Other: \_\_\_\_\_

# of Participants \_\_\_\_\_ # of Spectators \_\_\_\_\_

and locker rooms

<u>Date(s) Requested</u>	<u>Time</u>	<u>Start</u>	<u>Finish</u>
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			
8 _____			
7 _____			
8 _____			

<u>Date(s) Requested</u>	<u>Time</u>	<u>Start</u>	<u>Finish</u>
9 _____			
10 _____			
11 _____			
12 _____			
13 _____			
14 _____			
15 _____			
16 _____			

**EQUIPMENT OR SPECIAL SET-UPS NEED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We agree to the Following Regulations:**

1. To submit to the established policies of priority use which may result in some cancellations.
2. To reimburse William Jewell for any damage to school property and claims of liability.
3. To provide a certificate of insurance with bodily injury and property damage limits of at least \_\_\_\_\_ and naming William Jewell College as an additional insured.
4. To pay direct cost, if any. \_\_\_\_\_ We request free use. \_\_\_\_\_
5. To insure that the projected use is not discriminatory and does not discriminate against any person or group.
6. Abide by all college rules and regulations.

Signed \_\_\_\_\_

**For William Jewell Use Only**

Rental Charge:

Approved \_\_\_ Yes \_\_\_ No Mabee Center Director \_\_\_\_\_ Date \_\_\_\_\_