

INTRAMURAL FIELD REQUEST FORM

FOR REGISTERED STUDENT ORGANIZATIONS

Please have a copy of the reservation form at the event for verification purposes.

Policies:

1. KSU Intramural Field may be reserved only for university sponsored functions.
2. KSU Intramural activities have first priority for use of the field.
3. No organized youth sport teams, youth groups, or youth organizations will be allowed to use the intramural field.
4. The individual or group is responsible for any damage to the field and will be responsible for any costs incurred to replace or repair the damage.
5. The individual or group is responsible for any damage to the intramural equipment and will be responsible for any costs incurred to replace or repair the damage.
6. The field may not be used in inclement weather or conditions, i.e. rain, snow, ice, wet field.
7. The individual or group is responsible for cleaning their litter/trash before leaving the premises.
8. Groups are responsible for their own supervision, set-up and breakdown.
9. No drugs or alcoholic beverages allowed.
10. Any injury where medical assistance is needed requires an accident report form to be completed and returned to the Intramural Coordinator. Groups need to contact KSU Public Safety for the accident report form.
11. No pets allowed on the field.
12. No vehicles may be driven on the field without prior permission.
13. Individuals using the intramural field are assuming any and all risk while on the premises.
14. All media equipment must be returned to the Student Center after the event. Do not leave the equipment outside or place equipment in another building. If event ends after regular operating hours, place media equipment outside the door to room 176C in the Student Center.
15. All sports equipment must be returned the next business day to the Intramural Office during operating hours.
16. Minimal equipment will be allowed on the Intramural Field.
17. Two sets of bleachers and 2 large trash cans are at the field.
18. KSU Intramural Office reserves the right to make changes they deem necessary for the safety and success of the event.

***Failure to follow any of these guidelines will result in loss of privileges to use the field.
In case of emergency, call KSU Public Safety at ext. 6666 or 770-423-6666.***

Event number (office use): _____

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*Submit this fully completed form to the Student Life Center room # 274. This helps us help you! Make sure your reservation is **APPROVED BEFORE** making arrangements or conducting any advertising. Call us at 770-423-6280 for assistance.*

Organization Name:

Day(s) & Date(s) of event:

Event start time: _____ am/pm End time: _____

Field(s) requested: Intramural Field only Sand Volleyball Court only Both

Description of Event:

Number of participants expected: _____ Will you need equipment? _____

Media equipment needs:

Sport equipment needs:

***Note: We will process only** when form is signed by the advisor.
Copies will be distributed through campus mail to the advisor and the club's mailbox*

In consideration of the privilege of using the Intramural Multipurpose Field of Kennesaw State University, I/We, (Organization/Group) _____, hereby assume risk for injuries that may be sustained in pursuit of activities while on the premises and Hereby remise, release and forever discharge Kennesaw State University and the Intramural Office, and its officers and employees, from any actions, suits, damages, claims, or judgments that may result from any personal injury or other damages sustained while on the premise of Kennesaw State University, or using the equipment of Kennesaw State University and the Intramural Division, both while using the Intramural Multipurpose Field.

I/We further relieve Kennesaw State University and the Intramural Office, and its officers and employees, from any liability for loss or damage to any personal property that may be damaged, lost, or stolen while on the premises. When this release is signed on behalf of an organization by an authorized representative of the organization, the organization agrees that it will hold the university and intramurals and its officers and employees harmless and indemnify them for any such actions, suits, damages, claims, or judgments.

*I, (Student responsible for event) _____, acting as the responsible individual for (Organization/Group) _____ have read the above statement and will ensure that these stipulations are followed.

Today's date:

*Email address:

*Contact phone:

*Signature:

*Advisors Signature:

*Campus ext.

** Must be completed*

PLEASE READ PAGE ONE FOR INTRAMURAL FIELD POLICY

OFFICE USE ONLY	Activity is <input type="checkbox"/> approved / <input type="checkbox"/> disapproved Notes to Organization: _____
Staff Signature: _____	
Date approved: _____	
Field Available? Yes / No	_____ <i>Intramural Coordinator's signature</i>