

# FACILITY RESERVATION INQUIRY FORM

## LaHaye Recreation & Fitness Center

*All information must be entered to ensure timely scheduling!*

### Contact Information

1. Please provide the following Point of Contact (POC) information:

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

Cell Phone Number: \_\_\_\_\_

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

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

LUID (if current or previous LU Student/Faculty/Staff): \_\_\_\_\_

2. If the requested event is for personal use, please select your affiliation with Liberty University:

Current Student/Faculty/Staff

General Public/Alumni

3. If the requested event is for an external organization, please list your legal business name **and** address.

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### General Reservation Information

4. Please provide the specific location(s) at the LaHaye Recreation & Fitness Center that you are requesting to reserve, as listed on our [Campus Recreation Facility Reservations webpage](#). Please indicate requested number of courts, fields, or lap lanes.

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5. Please provide the name / title of the requested event:

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6. Please provide a description of the requested event including purpose, theme, and activities involved.

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7. Please list all equipment, decorations, games, crafts, etc. that you are requesting to bring to the facility for the event.

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8. Please indicate if the requested event is private or open to the public:

Private Event

Public Event

9. Please list the preferred reservation date(s) **and two backup dates.**

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10. Please list the proposed timeline for the event:

Set-Up Start Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Tear-Down End Time: \_\_\_\_\_

11. Who **and** how many people are anticipated to attend the event?

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12. How many adults will be in attendance (18 years of age and over)? How many minors will be in attendance (under 18 years of age)?

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13. Are you requesting to have food / concessions at this event?      Yes      No  
If yes, will it be:

Brought to campus by someone in your party.

Delivered to campus by food company, please list the company name:

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Catered/served on-site by company, please list the company name:

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14. Will you be hiring any external vendors for the requested event (i.e., Food truck, DJ, caterer, photographer)? If yes, please list the type of vendor and business name below.

Yes No

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15. Will the requested event be ticketed and have a guest admission fee? If yes, how will you be handling ticketing?

Yes No

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16. Will the requested event require registration and is there a fee associated? If yes, how will you be handling registration?

Yes No

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17. Will the requested event or activity have anything to do with fundraising or donations? If yes, please provide more information.

Yes No

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## LaHaye Recreation & Fitness Center Resources

18. Please indicate which of our resources you would like to request for the event (*approval dependent on availability and intended use*):

Volleyball Nets

Volleyballs

Basketballs

Dodgeballs

Soccer Balls

Flip Scorecards

Electronic Score Clocks (and  
Quad Boxes)

8ft Rectangular Tables

6ft Narrow Rectangular Tables

6ft Round Tables

Metal Folding Chairs

Bleachers

Speaker Access (*only Rec  
Courts 6-9*)

Microphone & Stand

Projector & Screen

Staging/Platform

Podium

Pipe & Drape

Trash Cans