



2400 Chisholm Trail Rd. Round Rock, TX 78681

## Facility Request Form

Date Submitted: \_\_\_\_\_

### Applicant Information

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

Organization/Group Name: \_\_\_\_\_

Please check one:

Individual
  D/B/A
  Organization
  Partnership
  Corporation
  Non-Profit

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

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

### Space Requested (Check all that apply.)

Entire Facility (**Exclusive Use of All Areas**) Please also indicate what areas will be used below.

HS Basketball (# courts\_\_\_\_) *6 available*

Large Multipurpose Room (# rooms\_\_\_\_) *700 sq ft*

Volleyball (# courts\_\_\_\_) *12 available*

*3 available*

NCAA Bball (# courts\_\_\_\_) *3 available*

Small Multipurpose Room (# rooms\_\_\_\_) *230 sq ft*

Badminton (# courts\_\_\_\_) *4 available*

*9 available (NOTE: 3 small rooms equal one large room)*

Other (Sport: \_\_\_\_\_)

Tournament Room

### Dates & Times Requested

Special Event (Tournament, Expo, etc.)

Practice or Program (Multi-week Standing Reservation)

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Setup Time: \_\_\_\_\_ Event Teardown Time: \_\_\_\_\_

*For each day of the week on which the facility is requested, indicate the start and stop times below:*

Event Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

(OVER)

**Event Information**

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

Description of Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

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

On-Site Contact on Event Day: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Estimated Number of Participants: \_\_\_\_\_ Entry Fee Charged: \_\_\_\_\_ No \_\_\_ Yes If yes, amount: \_\_\_\_\_

Estimated Number of Spectators: \_\_\_\_\_ Admission Fee Charged: \_\_\_\_\_ No \_\_\_ Yes If yes, amount: \_\_\_\_\_

Estimated Percentage of "Out-of-Town" Participants (greater than 2-hour travel distance): \_\_\_\_\_ %

Will your event require the following?

Athletic Trainers (# needed \_\_\_\_\_)

The Round Rock Sports Center has an exclusive agreement for athletic training services. Applicants will NOT be allowed to provide their own trainers for events unless medical coverage that is necessary for the event is above the scope of services provided by RRSC trainers. The estimated costs for Athletic Trainers will be provided prior to event and total costs billed on final invoice after event.

Scorekeepers (# needed \_\_\_\_\_)       Admission Attendants (# needed \_\_\_\_\_)

Additional Round Rock Sports Center personnel are available for the execution of events. If needed, the estimated costs for RRSC Staff will be provided prior to event and total costs billed on final invoice after event.

Police Security

The applicant may be required to pay for police officers for security, crowd control, and/or traffic control at the event. The total number of police officers working at the event is determined by the Round Rock Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) the time of day during which the event is conducted; (4) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (5) the history of the particular event. The estimated costs for Police Security will be provided prior to event and total costs billed on final invoice after event.

Additional Equipment or services requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorized Signature**

As an authorized representative for the organization/group and event requested on this form, I understand the rules and regulations applying to the use of the Round Rock Sports Center and agree they will be followed in the conduct of the event.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Title: \_\_\_\_\_ Date: \_\_\_\_\_