

DEPARTMENT OF KINESIOLOGY – RESERVATIONS FOR FORKER BUILDING

**NAME OF ORGANIZATION:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**NAME OF ACTIVITY:** \_\_\_\_\_

**TYPE OF ACTIVITY (Choose ALL That Apply):**

Tournament       Academic Class Project       ROTC Event       Clinic / Workshop

Theme Week Event       Sport Club Practice       Fundraiser       Other \_\_\_\_\_

**DESCRIBE THE ACTIVITY:** \_\_\_\_\_

\_\_\_\_\_

**EXPECTED ATTENDANCE (PARTICIPANTS):** \_\_\_\_\_ **EXPECTED ATTENDANCE (SPECTATORS):** \_\_\_\_\_

**RESERVATION START DATE - DAY/DATE :** \_\_\_\_\_ **RESERVATION STOP DATE - DAY/DATE :** \_\_\_\_\_

**TIMES:** Start Time (including set up) \_\_\_  AM  PM  
 End Time (clean up/tear down completed by) \_\_\_  AM  PM

**RECURRING EVENTS:** (indicate the days each week the space is requested)

Sunday  Monday  Tuesday  Wednesday  Thursday

Friday  Saturday

**LOCATION REQUESTED:**

GYM – 175 FORKER (2 BB, 3 VB, 8 BADM)       FORKER POOL       DANCE STUDIO – 196 FORKER

GYM – 184 FORKER (1 BB, 3 VB)       MARTIAL ARTS ROOM – E202 FORKER       DANCE STUDIO – 198 FORKER

TENNIS COURTS (8)       CLASSROOM       DANCE STUDIO – 213 FORKER

Is the event open to the public?       No       Yes      Admission charge if applicable: \_\_\_\_\_

Will any of the participants not be ISU Students?       No       Yes

Will you serve food?       No       Yes      Who is providing/cooking the food/what type? \_\_\_\_\_

Will you sell anything?       No       Yes      If so, what? \_\_\_\_\_

Do you need tables and chairs?       No       Yes      If yes, how many of each?      Tables \_\_\_      Chairs \_\_\_

Do you need bleachers?       No       Yes      If yes, how many? \_\_\_\_\_

ORGANIZATION REPRESENTATIVE		ADVISOR INFORMATION	
Your Name:		Name:	
Address:		Address:	
Phone:	Email:	Phone:	Email:
Position:		Position:	

**Please consult Facility Rules and Regulations at: <http://www.kin.hs.iastate.edu/ForkerReserve.htm>**

**Facility Reservation Review Dates:** Advance requests normally will not be considered until 3 weeks prior to the start of each semester. Requests must be made at least 14 days prior to the event request date, and 30 days prior if the event is outside of normal building hours or during times when classes are not in session. Requests will be acted upon based upon priority scheduling, availability and date of request. Confirmations/Denials will be sent via e-mail.

**Priority Scheduling:** Reservations are based upon the following order: 1) Academic classes 2) Kinesiology Department Groups and Activities 3) Athletics 4) Campus organizations 5) Non-ISU organizations

**EMAIL FORM TO: [RSRVFORKER@IASTATE.EDU](mailto:RSRVFORKER@IASTATE.EDU)**