1. This form must be completed and emailed to bar28@cornell.edu at least 4 weeks prior to event.
2. Completion of this form does not guarantee space and the reservation is not final without an approved Event Reservation Form: https://activities.cornell.edu/EventReg/
3. All clubs must register or renew their RSO and follow all policies/procedures as set forth in the Student Organization Handbook http://orgsync.rso.cornell.edu/Handbook
4. All equipment must be provided and stored by clubs/groups off site. If you need to rent equipment, please check the IM website: https://recreation athletics.cornell.edu/intramurals/equipment-rental
5. You are expected to act in a courteous and respectful manner while utilizing the space. The following, but not limited to, will result in the loss of reservation space:
   a. Falsifying documents to obtain access to spaces; not following your reservation time slot (i.e. coming early, running late, or switching times with another group w/o permission). Any changes must be confirmed via email.
   b. Continued disrespect of staff.
   c. Theft or damage of space or Cornell property. This includes leaving trash, garbage or any sort of mess behind.
   d. Amplified sound without a noise permit.
6. Appel fields are reserved for club sports M-F from 4-7pm. There are two sets of soccer goals on the Appel fields- Rec Services does not supply nets.
7. All outdoor spaces are unlighted, please plan accordingly.
8. Gas/charcoal grills, tents, stakes, etc. are not permitted on any of the fields without specific ERF approval.
9. No reservations will be approved for Jessup Fields (IM use only) or Rawlings Green (Presidential Events ONLY). Trespassers may be prosecuted.
10. We do not reserve the tennis courts at Appel, Jessup or Risley. They are first come first serve during non-PE times.
11. Department/Club/RSO named on the reservation form will be responsible for damage of field/space. You may be charged for repairs/maintenance (this includes using the fields during wet weather and/or wearing cleats).

CHOOSE ONE:
__ Appel Fields 1 (upper field; only field that LAX and Softball can use)
__ Appel Field 2 (lower field closer to Appel Commons)
__ Appel Field 3 (lower field closer to the tennis courts)
__ Noyes Outdoor Basketball Court (West Campus)
__ Pleasant Grove Road Basketball Court (North Campus)
__ Sand Volleyball Court (between Clara Dickson and Balch Hall)
__ Other, please specify:______________________ (disk golf- contact sf487@cornell.edu)

Date requesting __________________________ Start Time ________ AM/PM End Time ________ AM/PM
Event title___________________________________________
Event Description_____________________________________________________________________
Sponsoring Department/Registered Student Organization _______________________________________
Person(s) Responsible for the event (Pres, VP, etc.) ________________________________
E-mail Address_________________________ Phone ________________________________
Expected Attendance________ Will food be served? _____________ Acct #______________

By signing the following I am acknowledging that I will ensure that myself and the members of my group follow all rules above as well as other Recreational Services policies and procedures. All users will be Cornell faculty, staff or student with a valid ID or be guests sponsored by a Cornell affiliate.

Signature of Event Planner __________________________ Date_____________________

To be completed by Director: ____________________________
on calendar____ ERF____ fee____