EMORY UNIVERSITY WOODRUFF PE CENTER
Facility Reservation Request Form

Instructions: Please review the WPEC Reservation policies prior to completing this form. Please give as much detail as possible about your event. Request forms without complete information including an Emory account number will not be considered. Completed forms must be submitted to the WPEC Facilities Office at least two weeks prior to your event and you will be notified by email within one week if your request is approved.

Day/date of event:_____________________________ Time of event: __________________
Sponsoring organization: ______________________________________________________
Name of event/activity: ________________________________________________________
Description of activities: _______________________________________________________
Contact person: ____________________________ Phone number _____________________
Mailing address: ___________________________ Email address: _____________________
Set up time: __________________ Clean up finished: __________________
Account number (REQUIRED): ___ - ___ ___ ___ ___ - ___ ___ ___ ___
Signature: ___________________________________________________________________

AREA REQUESTED:

___ Aerobics room (level 4)       ___ Indoor tennis courts
___ Arena - court 1             ___ Level 1 hallway
___ Arena – court 2             ___ McDonough field
___ Arena – court 3             ___ McDonough stage
___ Arena – court 4             ___ Multipurpose room (level 2)
___ Auxiliary court (level 4)   ___ Outdoor basketball/hockey
___ Candler Fields             ___ Outdoor tennis courts
___ Classroom space            ___ Pool
___ Dance studio (level 2)      ___ Other ____________________________

OFFICE USE ONLY:
Date received:______________________ Received by:______________________
Approved:______________ Conditionally approved: ____________ Not approved: ____________
Comments: ____________________________________________________________________
On R25:______________ Email approval sent: ____________ Policies sent: ____________
Confirmation meeting attendees:__________________________________________________