

## ACADEMIC PROGRAMS

### RATCLIFFE HICKS ARENA EVENT APPROVAL FORM

**Contact Information:**

Name of Person in Charge (must be present at all times): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ KFS#: \_\_\_\_\_ (only to be charged if cleaning required)

Sponsoring Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_ Office Phone No.: \_\_\_\_\_

**Event Information:**

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

Estimated Participants: \_\_\_\_\_

Reservation Details	Date	Time
Event Setup		
Event Begins		
Event Ends		
Event Cleanup & Breakdown		

When reserving the Ratcliffe Hicks Arena it is **your responsibility** to set-up before and clean-up after the event. Failure to clean the arena after your event will result in your department being charged for maintenance costs and the possibility of not being allowed to reserve the arena in the future. If you have special needs/requests, you must contact the individual(s) or department(s) listed below. Many of the services require advance notice. The Office of Academic Programs (OAP) only schedules the Arena; we do not provide any services for the events. You may reserve the Arena by calling Vickie Reiser at 486-2919 or send an e-mail to [Vickie.Reiser@uconn.edu](mailto:Vickie.Reiser@uconn.edu).

**This form must be completed and returned to OAP, W. B. Young Room 206, Unit 4090, Attn: Vickie.**

1. To obtain fresh saw dust - Mary Margaret Cole @ 486-2023
2. For saw dust to be laid or removed - All requests for Farm Services/Mary Kegler must be made through Cindy Bastek 486-2918
3. Custodial/Building Services – Patricia Guay-Richards @ 860-933-5824
4. Classroom reservations - Scheduling @ 486-3329
5. Opening of classrooms/building- Locksmith Services @ 486-2921 (Amy Reiman)
6. Speaker/microphone/audio visual – Dr. Darre @ 486-1008
7. For table/chair/poster board reservations you can go to the Central Stores website.

**I have read and agree to the terms above:**

\_\_\_\_\_  
Signature of Responsible Person for the Event

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Sponsoring Faculty Member

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date Signed