

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/student group 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 check availability of the Arena by emailing 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 sawdust – **Mary_Margaret.Cole@uconn.edu**
2. Custodial/Building Services – **Patricia Guay-Richards @ 860-933-5824**
3. Classroom reservations - **Scheduling @ 486-3329**
4. Opening of classrooms/building- **Locksmith Services @ 486-2921 (Amy Reiman)**
5. 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