



## Ferris State University Racquet & Fitness Reservation Request

**Completion of application does not guarantee privileges will be granted.** All rental requests are considered on an individual basis and require a minimum of two week's notice. Large events may require additional building security, staff and custodial service at an additional cost. Any facility damage or excessive cleaning incurred after an event will be charged to the rental organization. All rentals must assist our staff in maintaining a safe, clean and positive environment as well as cooperate with staff and adhere to University guidelines.

### Contact Information

Today's Date

On Campus  
Rental Group

Off Campus  
Rental Group

Requester Full Name

Group Name

Address

Phone

Email

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### Event Request Details

Event Name

Start Date

End Date

Start Time

End Time

Day(s) of the Week

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Event Occurs

Monthly

Weekly

One Time

Other

Description of Event:

Attendance expected

Number of Non-University participants

Age Range

Number of Chaperones

Best method for contacting you?

Best time of day to reach you?

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## Areas Requested to be Reserved

### Area Requested

Tennis Court(s) - indoors	Number of courts needed _____
Tennis Court(s) - outdoors	Number of courts needed _____
Racquetball Court(s)	Number of courts needed _____
Fitness (aerobic) Room	
Whole Facility	
Classroom	

Special Request?

Please email your request form and the signed Facility Reservation Policy to Amy at [sunj@ferris.edu](mailto:sunj@ferris.edu).