Binghamton University

Procedure for reserving the West Gym Pool by internal and student organizations for recreational and sport related activities.

• Organizations wishing to use the West Gym Pool must first complete the form attached.

• Please submit the request a **minimum of two weeks** prior to the event to secure necessary staffing.

• Please note that approval for both the use of the building and the pool are required.

• Each SA chartered organization, Fraternity or Sorority has 2 designated representatives who are authorized to reserve facilities on-campus each year. Reservation requests and all final arrangements will only be accepted from those individuals.

• Resident Advisors who wish to request space for a hall program also need the signature of their Resident/Community Director.

• The completed form must be submitted to the Main Office of the West Gym or via e-mail to **wbrights@binghamton.edu**. The organization will be notified within one week by phone or email the status of the request. **If approved**, the organization will be sent written confirmation of the request with any information pertinent to the event.

• Reservations will not be accepted from any organization with an outstanding balance from a previous event with the West Gym or any other venue on campus.

• Organizations are required to monitor who is using the facility reserved during the time frame of the event. For events that allow non-University people into the facility, the guest policy will be used and event staff may be hired depending on the nature of the event.

• The organization assumes responsibility for maintaining the facility during the event. Failure to follow posted rules could result in cancellation of the event. Any damage or necessary clean-up will be billed to your organization. Use of diving boards or starting blocks is prohibited.

• Fees are as follows: Lifeguard $16.50/hour, Building Supervisor $15.00/hour
  (*Note that the number of lifeguards depends on number of participants*)
  Additional external group fee: pool rental $150/hr. or $900/day

*Any questions regarding the reservation process can be directed to Mary Petersen at wbrights@binghamton.edu or 777-2120.*
West Gym Pool Request Form

Organization: __________________________________________________________

Campus Address: ______________________________________________________

Contact Person: ________________________________ Phone: _________________

Email: ________________________________________________________________

Title and Brief Description of Event: ______________________________________

______________________________________________________________________

______________________________________________________________________

Date Requested: ______/_______/__________ Time Requested: _________

Expected Attendance: ____________

Will you be charging for entrance into the event? ( ) Yes ( ) No

   If yes, how much? ____

Will you have food/drinks? ( ) Yes ( ) No

   If yes, describe: __________________________________________________

Your organization assumes responsibility for maintaining the facility during the event. Any damage or necessary clean-up will be billed to your organization. Your organization agrees to reimburse HWS for usage as outlined on the first page of this request form.

Chargeback Account Information:  __________________________________________

Requestor’s Signature: __________________________________ Date: __________

If applicable, signature of Resident/Community Director for RA Programs:

______________________________________________________________________

______________________________________________________________________

HWS/Aquatics Director signature: ________________________________ Date: ______

Athletics signature: ________________________________ Date: ________

Date notification sent to requestor and facility coordinator: ______/_____/________

OFFICE USE ONLY

Pool/Lifeguard ( ) Approved ( ) Disapproved

West Gym Building ( ) Approved ( ) Disapproved

Comments: __________________________________________________________

______________________________________________________________________

July 2019