



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 mpeters@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 mpeters@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: _____ Date: _____

OFFICE USE ONLY

Pool/Lifeguard
() Approved
() Disapproved

West Gym Building
() Approved
() Disapproved

Comments: _____

HWS/Aquatics Director signature: _____ Date: _____

Athletics signature: _____ Date: _____

Date notification sent to requestor and facility coordinator: ____/____/____