GROUP USE REQUEST INFORMATION

General Information:
- Available activity spaces: Gyms B, C & E; Studios & Matted Rooms; Grass Fields: #1 East & #2; Meeting Room & Lounge; Denny Field; Archery Range Field
- Available times: Monday – Friday: 6:00a-2:00p & 9:00p-10:30p (exception: Denny Field, Archery Range Field, Grass Fields #1 East & #2)
  - Saturday & Sunday: Generally during most operation hours
  - No use on holidays or breaks
- Allotted quarterly practice time: Four hours per week (7 day period), no more than two practices Monday - Friday
- Use Priority:
  - Student Groups (must be a Registered Student Organization [RSO]). All students must be currently enrolled with a valid Husky ID Card.
  - Department Groups (must have an IMA faculty/staff membership or pay single use fee).

1. Please complete both of the attached forms:
   a) Facility Use Request Form
   b) Sports Facility Use Questionnaire
   *Check Facility Schedules online before submitting your request – info below

2. Student Organizations need the event approved via a signature from their RSO advisor in the Student Activities Office before the event may be scheduled.

3. Attach additional information on how the event will be conducted, i.e.:
   - Tournament format
   - Number of participants and spectators
   - Diagram of activities
   - Equipment needs
   - Clean-up plan

4. Groups not affiliated with the University must also complete a Use of University Facilities form. Proof of insurance may also be required. (See RSP use policy and UUF instructions.)

5. At least TWO WEEKS prior to your requested event start date, turn in your completed paperwork to the Member Services Desk.

6. Approvals
   a) Confirmation of the event dates and times for holding the space will come within (7) working days of receiving the facility requests.
   b) Event approval must be in writing and all conditions of use met.

QUESTIONS? Email julies14@uw.edu or 206-616-7345

*Check out the IMA Facility Schedules at: http://www.washington.edu/ima/. Click on ‘Facilities’, then click on ‘Facility Schedules’