STUDENT GROUP USE REQUEST INFORMATION  
University of Washington Recreation (IMA)  

Who can reserve activity spaces?  
RSO’s (Registered Student Organizations). All students must be currently enrolled (matriculated student) with a valid Husky ID card.  
*Individuals cannot reserve activity spaces

What activity spaces can I reserve?  
- Gym B  
- Studio 111  
- Archery Room  
- Meeting Room  
- Gym C  
- Studio 216  
- Mat Room A  
- Lounge  
- Pariseau Gym  
- Studio 316  
- Mat Room B  
- Field #1 East  
- Field #2  
- Denny Field  
- Archery Range Field  
- Sand Volleyball Courts  
*All fields available for reservations are GRASS ONLY! (Turf Fields cannot be reserved)

What times can I reserve activity spaces?  
Indoor spaces can be reserved at the following times:  
Monday – Friday: 6:00am-2:00pm & 8:30pm-10:30pm  
Weekends: Generally during most IMA operation hours  
Outdoor spaces can be reserved at any time  
*No reservations on holidays or breaks

If I want to schedule a quarterly practice, how many hours of practice can I request per week?  
4 hours per week (Sunday – Saturday), no more than 2 practices Monday - Friday

How can I check the activity space schedules (rooms and fields)?  
http://www.washington.edu/ima/facilities/facility-schedules/

Now that I understand when and where I can reserve space, how do I make a reservation?  
1.) Complete both of the following forms:  
   - Facility Use Request Form  
   - Sports Facility Use Questionnaire – this form MUST have an approval signature from your Student Activities Office Adviser (SAO Advisers are located in HUB 232)  
2.) Attach additional information on how the event will be conducted, i.e.:  
   - Tournament format  
   - # of participants and spectators  
   - Diagram of activities  
   - Equipment needs  
   - Set up/Clean-up plan  
3.) Turn in your completed forms at least TWO WEEKS prior to your requested event start date to the Member Services desk at the IMA (forms may be scanned and emailed to cyarb@uw.edu).

When should I expect to hear back regarding my request?  
Confirmation or initial communication of the request will come within 7 working days of receiving the request (exception: quarterly practices).

I’ve received my confirmation, what’s next?  
Your activity space has been reserved and is indicated online. Have your confirmation readily available on the date of your event as proof of approval and confirmation. All conditions of use must be met during your event. If your event is at the IMA, please check in with the Manager on Duty at the Member Services desk.

I have a question, who do I contact? Chad Yarbrough - cyarb@uw.edu or 206-616-3251