



# SWTJC Sports Facility Request Form

Today's Date \_\_\_\_\_

Facility/space requested (please check all that apply)

<b>Rec Center Areas:</b>
<input type="checkbox"/> Gym - # of cts. _____
<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Lobby Area
<input type="checkbox"/> Weight Room #1
<input type="checkbox"/> Weight Room #2
<input type="checkbox"/> Racquetball Court

<b>Outdoor Fields:</b>
<input type="checkbox"/> Main Field
<input type="checkbox"/> Field 2
<input type="checkbox"/> Field 3
<input type="checkbox"/> Field 4

Please mail or email this completed form to The Office of Administrative Services: [jrsaucedo3870@swtjc.edu](mailto:jrsaucedo3870@swtjc.edu)  
Phone: (830) 591-4179, The Office of Administrative Services, 2401 Garner Field Rd, Uvalde, TX 78801

Liability Release: I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS EVENT. I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities associated with this event. THE FOLLOWING ENTITIES OR PERSONS are not responsible for accidents or injuries incurred during this event or activity: Southwest Texas Junior College/or their directors, officers, employees, volunteers, representatives, and the activity holders, sponsors, and volunteers. Rules and Regulations for Facility Usage: Proper attire is required for the use of Fitness/Swim Center areas: Swimming Pool -- all participants are required to use swim suits only or swim clothing attire. Gymnasium -- all participants must wear appropriate exercise clothing and court shoes. Weight Room -- all participants must wear appropriate exercise clothing required by SWTJC Fitness/Swim Center policy.

PLEASE COMPLETE ALL INFORMATION BELOW

<b>Event Name / Type</b>	
<b>Department/Org Name</b>	
<b>Contact Name</b>	
<b>Contact Phone</b>	
<b>Contact Email</b>	
<b>Contact Cell</b>	
<b>SWTJC Account Number to be Charged</b> <i>(in some cases charges may not apply)</i>	
<b>Date(s) of Event</b>	
<b>Start Time (include set-up)</b>	
<b>End Time (include break down)</b>	
<b>Approximate # of Participants including spectators</b>	

Purpose and Specific Equipment/Set up Needs (i.e. tables, chairs, scoreboards, officials, etc. - please describe in detail)

**SWTJC Sports Facility Request  
Form  
Approval Receipt**

**FOR OFFICE USE ONLY, THIS SIDE**

Request Approved \_\_\_\_\_

Request Denied \_\_\_\_\_

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Approved Date(s) \_\_\_\_\_

Approved Time \_\_\_\_\_

Approved Space(s) \_\_\_\_\_

**Estimated Costs (The final costs will be provided after the event): if applicable**

Staff \_\_\_\_\_

Rental \_\_\_\_\_

Utility \_\_\_\_\_

Custodial \_\_\_\_\_

Administrative \_\_\_\_\_

Other \_\_\_\_\_

Estimated Total \_\_\_\_\_

Request Sent \_\_\_\_\_ Date

The Gymnasium/Pool representative will contact the group for a final meeting to go over details. Finals costs will be provided to the group after the event. A final walk through after the event may be necessary and will be scheduled by the Gymnasium/Pool representative.

\_\_\_\_\_  
*Signature, Physical Education Department  
Representative*