FSC wellness
developing mind body and spirit

Nina B. Hollis Wellness Center
Facility Reservation Form

Please indicate which area you are requesting? Gymnasium Aerobics Room Lobby Callahan (IM) Field Sand Volleyball Court

Today's Date: _____ Date(s) of Event: _____

Name: _____ Phone: _____ Dept/Org: _____

Title of Event: _____

Time of Event: _____ to _____

# of Participants Expected: _____ (Aerobics Room capacity is 40)

Gym Set-up

☐ Full Court Basketball ☐ Full Court Volleyball ☐ Half Court Basketball ☐ Half Court Volleyball

☐ Bleachers ☐ No Set-up Required ☐ Floor Mats ($100 to cover floor tape expense)

Floor taping as well as table and chair request/delivery must be made through Facilities Maintenance.

Aerobics Room Set-up

☐ Full Room ☐ Half Room ☐ No Set-up Required

☐ Use of Exercise Equipment

Lobby Set-up

☐ Pool Tables ☐ Big Screen TV ☐ Tables/Chairs

Policy Statement

Areas of the Nina B. Hollis Wellness Center are available to the Florida Southern College community. Reservations must be made at least 10 days prior to the event date and we request that cancellations be made at least 24 hours in advance. All HWC policies are applicable and will be enforced during rental periods. Specific area policies are posted in each area and are expected to be followed at all times. The department or organization using the facility is responsible for leaving the area in the same condition as when they arrived. Food and drink are not permitted in the gym or aerobics room. Failure to comply with this agreement and/or HWC policy may result in forfeiture of future usage privileges. In addition, the HWC will not be responsible for lost or stolen items.

I have read and understand the policies regarding the HWC facility reservation procedure and will abide by them.

_____ _____
Responsible Party Date

_____ _____
Assistant Director of Wellness Date

_____ _____
Assistant Dean of Wellness Date

Office use only

Was facility left clean?	Yes	No
All equipment returned?	Yes	No
Recommend future rental?	Yes	No

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