

UNC Charlotte Sport Clubs 08-09  
**Reservation Request**



Club Information	
Club Name	Club Email
Name of Person Requesting Reservation	Contact Email
Contact Phone	Today's Date*

\*All field and facility requests must be submitted at least 2 weeks prior to the requested reservation date. All requests are submitted to a committee and will be assigned depending on availability. Due to conflicts, original requests may be altered to accommodate all groups. Reservations are not guaranteed until club is notified of final approval. Your reservation is subject to cancellation in the event of inclement weather.

Practice Request							
Starting Date	Ending Date						
Days of the Week: Please rank each day with your preference (indicate 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , etc.)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Starting Time	Ending Time						
Facility or Field Requested (Please list 3 choices, in case preferred space is unavailable)	First Choice	Second Choice	Third Choice				

Special Event Request (Game, Match, Tournament)			
Event Date(s)	Alternative Date(s)		
Starting Time	Ending Time		
Facility or Field Requested (Please list 3 choices, in case preferred space is unavailable)	First Choice	Second Choice	Third Choice
Please list any special arrangements needed (lights, equipment, etc.)			

Signature for Submittal	
By signing this reservation request, I understand that this form must be submitted at least two weeks prior to the event. I understand that failure to do so may result in the reservation request being denied.	
Signature	Date