



**THE UNIVERSITY OF THE WEST INDIES
SPORT AND PHYSICAL EDUCATION CENTRE
ST. AUGUSTINE, TRINIDAD & TOBAGO, WEST INDIES
Telephone/Fax: (868) 645-9239**

INTERNAL RENTAL APPLICATION

GENERAL INFORMATION:

APPLICANT (Please Specify):

TELEPHONE: FAX: EMAIL:

NAME OF EVENT:

TYPE OF EVENT:

ADMISSION FEE (if applicable).....

NUMBER OF PEOPLE ATTENDING THE EVENT.....

<p align="center">FACILITY ATTENDANT <i>For official use</i></p> <p>.....</p> <p>.....</p>

DATE

TIME

.....

.....

FACILITIES REQUIRED: (*tick where applicable*)

Hours

Indoor Court	
Outdoor Court	
Cricket Pitch/Grounds <input type="checkbox"/> SPEC <input type="checkbox"/> Administration	
Cricket Pavilion and Changing Rooms	
Football Field <input type="checkbox"/> SPEC <input type="checkbox"/> Administration	
Rugby Field	
Tennis Court	
Swimming Pool	
Running Track	
Classroom/Conference Room	
Locker Rooms	
Car Park <input type="checkbox"/> East <input type="checkbox"/> South <input type="checkbox"/> West <input type="checkbox"/> Heartease	
Indoor Washrooms	
Outdoor Washrooms	
OTHER(<i>specify</i>) _____	

EQUIPMENT REQUIRED:

Do you need any equipment from UWI SPEC for this event? No Yes (Specify)

.....

.....

.....

Would you be bringing any equipment/musical instruments/other? No Yes (Specify)

.....
Media Presence No Yes (Specify and liaise with Director and Facility Supervisor)

.....
Tents No Yes (Liaise with Director and Facility Supervisor)

Other (Please Specify below):

.....
.....
.....

.....
Printed Name

.....
Signature

.....
Date

***(PAYMENT MUST BE MADE IN FULL PRIOR TO THE EVENT)**

FOR OFFICIAL USE ONLY

RENTAL REQUEST

APPROVED

DENIED

The Following Charges will be applicable:

FACILITY RENTAL	
ADDITIONAL FEES	
Other (Specify)	
TOTAL RENTAL FEE	

Facility Supervisor

Date

Director

Date

Waivers and discounts are contingent upon strategic plan developmental policies and would be guided by Director, Sport Manager and, in special circumstances, Senior Management. Management reserves the right to make any necessary adjustments to the rental charges.

Please ensure that you receive a copy of this form prior to your event. This form will be needed to access the facilities on the day of your event.