

Cunningham Hall Facility Use Request

Please fill out all pages of the form, sign, and return to the Intramural Office. We will try to accommodate your requests. Occasionally, scheduled events may make it necessary to move you to a different location than where you have previously listed. Should there be any major changes, we will contact you to find a mutually convenient arrangement. As always, FHSU events will take precedence over non-university related events.

Organization:

Name of Event:

Type of Activity: _____

Today's Date: _____

Event Type (Circle One): University Community Fundraiser Educational (non-FHSU)

Contact Person:

Circle One: Faculty/Staff Student FHSU Tech Other

Phone Number: _____ Email address: _____

2025-2026 DATES UNIVERSITY IS CLOSED

September 1—Labor Day

January 19—Martin Luther King Day

November 27-30—Fall Break

May 25—Memorial Day

December 24-January 1—Winter Break

July 4—Independence Day

USE SEPARATE COLUMN FOR EACH DATE:

[illegible]

Will admissions be charged, or donations solicited? _____ YES _____ NO

Will concessions be available? _____ YES _____ NO

If yes, for what purpose? _____

CIRCLE FACILITIES NEEDED:

GYMS: (a gym will be assigned after approval)

100 101 120 121

RACQUETBALL COURTS: (a court will be assigned after approval)

112 113 114 115 116

OTHER:

DANCE ROOM POOL WRESTLING ROOM

CLASSROOMS: 123 143 144 145 146

MOECKEL FIELDS OTHER: _____

OTHER SPECIFIC NEEDS (# of tables & chairs, # of lanes in pool, goals up in gyms, etc.):

_____ # of tables _____ # of chairs _____ # of lanes in pool _____ goals up in gym

FACILITY USE FEES:

Pool: \$75 per hour up to 25 people. An additional \$15/hour for every 10 patrons past 25

Per Gym: \$30 per hour

*Only non-university related groups will be charged a fee

Cunningham Hall Scheduling Policy

Students, faculty, and university-sponsored groups will be given priority in the use of Cunningham facilities. Non-university affiliated groups will be given second priority in scheduling facilities.

Reservations are made on a first-come, first-serve basis. FHSU Campus Intramurals reserves the right to relocate events within the building to maximize use of the facilities.

Please submit this request to the Campus Intramural and Recreational Sports, CH 111, at least **TWO WEEKS PRIOR** to the use of the facility.

Authorized facilities will be used solely for the purpose specified in the approved Facility Use Request.

The following activities are not permitted:

- Illegal drugs, alcohol or tobacco
- Excessive use of profanity
- Excessive and/or inappropriately amplified noise
- Consumption of food or drink in classroom
- Outside food or drink without the approval of the FHSU Campus Intramural Department
- Activities against local, Kansas or federal law
- Activities against FHSU policy

We will be financially responsible for any damages incurred to facilities and equipment assigned.

I have read and understand the Cunningham Hall Scheduling Policy listed above.

NAME (printed)

SIGNATURE OF CONTACT

DATE