

Raymond B. Preston Health & Activities Center

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EVENT RESERVATION REQUEST

APPLICANT INFORMATION

(all fields on this page are required to process request)

Date Submitted: _____

Name: _____

Dept. Group | Organization: _____

Street Address: _____

Address 2: _____

City: _____ State: _____ Zip Code: _____

Applicant's e-mail: _____

Applicant's Phone: (____) - ____ - _____ Is your group a Student Organization? : ☐ YES ☐ NO

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EVENT INFORMATION

(all fields on this page are required to process request)

Event Date: ____ / ____ / ____ Type of Event: _____

For multiple day events, please list all dates + times:

EVENT INFORMATION (continued)
(all fields on this page are required to process request)

Event Date: _____ Event Start Time (including setup): _____ Event End Time: _____

Estimated Number of Attendees: _____ Age Range of Participants: _____

Will the event include food and/or beverages: ☐ YES ☐ NO

If yes, please explain what type of food/beverages: _____



ADDITIONAL NEEDS
(check fields that apply to your event)

of chairs: _____ audio/video equipment need: ____ electrical: ____

of tables: _____ trash cans: ____

AdditionalRoomSetupRequest(s): _____

Please describe the purpose of your event and the need for using the Preston Health & Activities Center:

RECREATION FACILITY SPACES

please select only
the facility/facilities
that you would like to
reserve for your event.

FULL FACILITY ☐

COST: \$200/hour + possible staffing costs*

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RACQUETBALL COURT

Time: _____

Preferred Court(s):

☐ Court #1

☐ Court #2

☐ Court #3

☐ Court #4

☐ Court #5

☐ Court #6

COST (PER COURT): \$10/hour + possible staffing costs*

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GYMNASIUM ☐

COST (PER FULL GYM): \$150/hour + possible staffing costs*

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HARDWOOD COURTS

Time: _____

☐ Court #1

☐ Court #2

☐ Court #5

☐ Court #6

COST (PER COURT): \$25/hour + possible staffing costs*

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BLUE COURTS

Time: _____

☐ Court #3

☐ Court #4

COST (PER COURT): \$25/hour + possible staffing costs*

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WALKING TRACK ☐

COST: \$15/hour + possible staffing costs*

BILL POWELL NATATORIUM

Time: _____

COST PER LANE: \$10/hour + possible lifeguard & staffing costs*

COST FOR ENTIRE POOL: \$100/hour + possible lifeguard & staffing costs*

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MEETING ROOMS

Time: _____

☐ DANCE STUDIO

COST: \$40/hour + possible staffing costs*

☐ PRESTON FAMILY FOUNDATION
MEETING ROOM

COST: \$40/hour + possible staffing costs*

☐ MULTI-PURPOSE ROOM

RENTAL FEE WITH EQUIPMENT

☐ WKU GROUP

COST: \$50/hour + possible staffing costs*

☐ NON-WKU GROUP

COST: \$75/hour + possible staffing costs*

RENTAL FEE WITHOUT EQUIPMENT

☐ WKU GROUP

COST: \$25/hour + possible staffing costs*

☐ NON-WKU GROUP

COST: \$50/hour + possible staffing costs*

*please note that additional staffing costs may be incurred due to usage outside of hours or if numbers exceed normal amount of demand.

SUBMIT COMPLETED FORMS TO
preston.center@wku.edu
OR RETURN TO THE CRW OFFICE IN THE
PRESTON CENTER