Recognized Student Organizations and college affiliated groups may reserve the Fitness Center Studio at no charge. Community groups may rent the studio for a fee of $50 per hour (see Campus Facilities Rental Policy). Space is not reserved until you have received a confirmation from the Fitness Center. The request form must be submitted at least 10 business days in advance of the event.

**GENERAL INFORMATION**

Name: _____________________________________________________ Today’s Date: ______________

Emplid # ___________________________ E-Mail Address: _____________________________

Organization Name: ___________________________ Organization Advisor: _______________________

Phone Number: ___________________________ Type Of Event: ____________ Estimated Attendance: __________

Please Check one: □ Student Organization □ College Affiliate □ Community Group

Please check whom the event is open to: □ Students □ Faculty/Staff □ Community

Will admission be charged for the event?: □ Yes □ No

Brief Description Of Event:

<table>
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<tr>
<th>Date(s) Requested</th>
<th>Reoccurrence (if applicable)</th>
<th>Time(s) Requested</th>
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**EQUIPMENT NEEDS:**

_____ Audio Connection  _____ Resistance Bands  _____ Yoga Mats
_____ Projector  _____ Medicine Balls  _____ Dumbbells
_____ Laptop  _____ Weighted Bars  _____ Other (Specify)

*Please sign below and return to the VWCC Fitness Center for processing.*

SIGNATURE  _____________________________________________ DATE ____________

**OFFICE USE ONLY**

DATE APPLICATION RECEIVED: _________________________ Received by: _________________________

_____ ACCEPTED  _____ DENIED (Reason for denial _________________________)

DATE OF RESPONSE: ____________________________ STAFF INITIALS ____________________
VWCC FITNESS CENTER RESERVATION POLICIES

- Groups are limited to one hour time slots once per week
- All group attendees must have a valid Virginia Western waiver on file and must present their student ID upon entry. Community members attending special programming will be given a guest pass for the event only.
- All Studio reservations yield to Fitness Center programming
- Student organizations and college affiliated programs will be given priority over community group reservations