

**RATCLIFFE HICKS ARENA
CONFERENCE APPROVAL FORM**

Event Information

Name of Event: _____ Estimated Participants:# _____

(Please list names of participants below if known. Use reverse side if additional space is needed)

Date(s) and Time(s) of Event:

Date

Time

Contact Information:

Name: _____ Department: _____

Phone No.: _____ U-Box: _____ FRS: _____

When reserving the Ratcliffe Hicks Arena it is **your responsibility** to set up before and clean up after the event. Failure to clean the Arena after your event will result in your department being charged for maintenance costs and the possibility of not being allowed to reserve the Arena in the future. If you have special needs/requests, you must contact the individual(s) or department(s) listed below. The Office of Academic Programs only schedules the Arena, we do not provide any services for the events. You may reserve the Arena by calling Meagan Ridder at 486-2919 or send an e-mail to meagan.ridder@uconn.edu.

To obtain fresh saw dust - Mary Margaret Cole @ 486-2023
For saw dust to be laid - All requests for Farm Services/Mary Kegler must be made through Cindy Bastek 486-2918
Custodial/Building Services – Dave Lotreck @ 486-3591 or GCS services 486-5779
Classroom reservations/Opening of Building - Scheduling @ 486-3329
For table/chair/poster board reservations you can go to the Central Stores website.
Speaker/microphone/audio visual - CIMT @ 486-2530

I have read and agree to the terms above:

Signature of responsible person for the event

Date Signed

Signature of Sponsoring Faculty Member

Date Signed

Department Head Signature

Date Signed