

Camp & O L Q L F Request

Contact Information

CampName: _____

ContactName: _____

DaytimePhone: _____

Fax: _____

CellPhone: _____

Email: _____

Relationship to Jacksonville University (faculty, staff, alumni, student, etc.): _____

Preferred Dates:

Overnight ~ š ••: _____ Count: _____

Daytime ~ š ••: _____ z z z Count: _____ z z

If flexible in dates, please list other options: _____

Checkin time: _____ Checkout time: _____

Location: _____

Additional information: _____

Corporation or company name/ address: _____

Housing NO housing needed

Maximum number of beds requested: _____

(if request is approved, you cannot exceed this)

Facilities

Indicate the type and number of spaces REQUIRED for the proposed event. Provide details in the space provided. If you would like access to additional spaces optional for your participants, please list those in the details.

Classrooms: _____
 Conference Rooms: _____
 Computer Lab: _____
 Auditorium/ theater: _____
 Large Meeting Space: _____
 Chapel _____
 Other: _____

Soccer Field
 Milne Field
 Session Field
 Softball Field
 Swisher Gymnasium
 Swimming Pool (\$15/hour)
 Security: _____
 Tennis Courts
 Intramural Field(s)
 Parking requests: _____

*Additional costs will occur for staffing facilities after normal operating hours.

Additional space needs or requests:

Audiovisual NO equipment

*Additional costs may be associated with these items.

Visitor Internet	LCD Projector	Lectern w/ microphone
DVD Player	Sound System	Wireless lapel microphone
Projector Screen	Lectern	Wireless handheld microphone
Event Technician	TV	Other: _____

Set up needs NO set up needs

*Additional costs may be associated with these items.

Tables	Screen	Lectern w/ microphone
Chairs	Lectern	Wireless lapel microphone
Projection	Easels	Wireless handheld microphone

This request must be completed and returned as soon as possible.
 Upon approval you will be sent a confirmation notice.

Your request may be faxed (904) 256-7424 or email MKRSH@ju.edu
 If you have any questions, please contact 6 K D X Q D + R S H at (904) 256-7