

# Eastern University Conference Services

## Facility and Service Request Form for Athletic Field Rental FSR-AF

### Organization Information

Group Name	<input type="text"/>	Group Email	<input type="text"/>				
Billing Address	<input type="text"/>						
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>	Group Phone	<input type="text"/>
Group Website	<input type="text"/>			Group Fax	<input type="text"/>		

### Contact Information

Contact Name	<input type="text"/>	Contact Email	<input type="text"/>				
Address	<input type="text"/>						
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>	Contact Phone	<input type="text"/>
Coach/Leader (if Different)	<input type="text"/>			Cell Phone	<input type="text"/>		

### Rental Information

Type of Sport	<input type="text"/>	Requested Date	<input type="text"/>	Ad Hoc Dates	<input type="text"/>
<b>Game or Practice</b>			Start Time	<input type="text"/>	<input type="text"/>
<input type="radio"/> Game	<input type="radio"/> Practice	<input type="radio"/> Other _____	End Time	<input type="text"/>	
Estimated Number of players	<input type="text"/>	Estimated Number of spectators	<input type="text"/>		
Comments or Questions	<input type="text"/>				

Please return by mail or fax to:  
**Eastern University Conference Services**  
1300 Eagle Road  
St. Davids, PA 19087  
Fax: 610-341-4371

All groups that wish to utilize Eastern University facilities must provide a **proof of insurance** coverage with a minimum of \$1,000,000 liability naming Eastern University as additional insured during the full length of the conference. In addition, when the conference includes minors, the group must show proof of \$250,000 Sexual Abuse / Molestation Insurance naming Eastern University as additional insured during the full length of the conference. Proof of insurance must be provided no less than thirty (30) working days prior to arrival.