



Georgia State Athletics Facility Use Form

Today's Date: _____ Event Date: _____

Organization's Name: _____

Contact's Name: _____ Contact's Phone: _____

Contact's Mailing Address: _____

City: _____ State: _____ Zip: _____

Event Title: _____

Type of Event: Please circle

- | | | | | |
|------------|------------|----------|---------|---------|
| Party | Dance | Workshop | Lecture | Seminar |
| Graduation | Tournament | Practice | Concert | |

Equipment Needs:

- | | | | |
|--------------|--------------|-------------|--------|
| Tables | Locker Rooms | Microphones | Chairs |
| Sound System | Scoreboard | Stage | Podium |

Gymnasium Set-up Diagram:

Reserve Time: Start: _____ End: _____

****This should include set-up and breakdown of the event****

Event Time: Start: _____ End: _____

Estimated Attendance: _____ GSU Community _____ General Public

****This form does not confirm a reservation. A Georgia State representative will contact you further once this form has been received and processed.**

Return To:

Georgia State Athletic Department
Caine Buff
Sports Arena
125 Decatur Street, Suite 201
Atlanta, GA 30303

Phone: (404) 413-4009 Fax: (404) 413-4001