

## **FACILITY RENTAL POLICY**

Any request by any group, organization, team or entity internal or external to the University must obtain written authorization by the Vanderbilt University Student Athletic Facilities Office to use any facility (office space included) under the purview of the Student Athletic Department.

No coach, staff, student employee or student athlete has authorization or permission to allow or grant such authorization.

Interested parties may call Joanne Eskreis 615-343-4889 for inquiries.



**Vanderbilt University Department of Athletics  
FACILITY RENTAL REQUEST FORM**

**GROUP NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**BILLING INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**FACILITY REQUESTED:** \_\_\_\_\_

**DATE(S)/TIMES  
REQUESTED:** \_\_\_\_\_

\_\_\_\_\_

**PURPOSE OF REQUEST:** \_\_\_\_\_

**AGE RANGE/NUMBER  
OF PARTICIPANTS:** \_\_\_\_\_ / \_\_\_\_\_

**A COPY OF PROOF OF LIABILITY INSURANCE MUST BE ATTACHED TO THIS FORM.**

**RENTAL RATE:** \_\_\_\_\_

**AUTHORIZATION FOR APPROVAL:**

\_\_\_\_\_  
**Associate Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Compliance**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director or Facilities/Game Event Management**

\_\_\_\_\_  
**Date**

- This form must be completed in its entirety for consideration of the rental of any Vanderbilt Athletic facility.
- All NCAA and SEC regulations apply at all times to everyone renting Vanderbilt Athletic facilities.
- Please submit form to Joanne Eskreis at [joanne.e.eskreis@vanderbilt.edu](mailto:joanne.e.eskreis@vanderbilt.edu) or fax it to 615-343-6391.
- Request approval or denial will be within 1 week via email or telephone.