



**Dodge Jones Youth Sports Center**  
1042 Loop 322, Abilene, TX 79602

**Facility Request Form**

<b>Applicant Information</b>	
Applicant Name: _____	
Organization/Group Name: _____	
Please check one:	
<input type="checkbox"/> Individual	<input type="checkbox"/> D/B/A
<input type="checkbox"/> Organization	<input type="checkbox"/> Partnership
<input type="checkbox"/> Corporation	<input type="checkbox"/> Non-Profit
Address: _____ Phone: _____	
Email: _____	

<b>Space Requested (Check all that apply.)</b>	
<input type="checkbox"/> Entire Facility ( <b>Exclusive Use of All Areas</b> ) Please also indicate what areas will be used below.	
HS Basketball Courts – Left Side of Gym (HSU, TTU, ACU) <b>2 available</b> <i>Includes 4 basketballs per rental</i> <input type="checkbox"/> ½ Court (# _____ hr) <input type="checkbox"/> Full Court (# _____ courts, # _____ hr)	<input type="checkbox"/> Large Multipurpose Room - <b>1200 sq ft</b> <i>Includes Tables/Chairs, Projector Screen &amp; Connection</i>
Youth Basketball Courts – Right Side of Gym (L. Hall & United) <b>4 available</b> <i>Includes 4 basketballs per rental</i> <input type="checkbox"/> ½ Court or 1 Youth Court (# _____ hr) – includes 3 goals <input type="checkbox"/> Full Court or 2 Youth Courts (# _____ hr) – includes 6 goals	<input type="checkbox"/> Arena (All Courts)
Volleyball Courts - <b>8 available</b> <i>Includes 10 Volleyballs + Ball Cart</i> <input type="checkbox"/> Full Court (# _____ courts, # _____ hr)	<input type="checkbox"/> Other (sport: _____)
Volleyball Add-On Options: <input type="checkbox"/> 10 Extra Volleyballs + Cart <input type="checkbox"/> Setter Balls (# _____) – <b>4 Available</b> <input type="checkbox"/> Square “Catch It” – <b>2 Available</b> <input type="checkbox"/> Red Setter “Hoops” – <b>2 Available</b>	Basketball Add-On Options: <input type="checkbox"/> Extra Basketball (# _____) <input type="checkbox"/> Basketball Machine (# _____ hr)

<b>Dates &amp; Times Requested:</b>							
Special Event (Tournament, Expo, etc.)	Practice or Program (Multi-week Standing Reservation)						
Event Start Date: _____	Event End Date: _____						
Event Setup Time: _____	Event Teardown Time: _____						
<b>For each day of the week on which the facility is requested, indicate the start and stop times below:</b>							
Event Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

(OVER)

**Event Information**

Event Title: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

On-Site Contact on Event Day: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_ Entry Fee Charged: \_\_\_\_\_ No \_\_\_ Yes If yes, amount: \_\_\_\_\_

Estimated Number of Spectators: \_\_\_\_\_ Admission Fee Charged: \_\_\_ No \_\_\_ Yes If yes, amount: \_\_\_\_\_

Estimated Percentage of "Out-of-Town" Participants (greater than 2-hour travel distance): \_\_\_\_\_ %

Will your event require the following?

Athletic Trainers (# needed \_\_\_\_\_)

The Dodge Jones Youth Sports Center has an exclusive agreement for athletic training services. Applicants will NOT be allowed to provide their own trainers for events unless medical coverage that is necessary for the event is above the scope of services provided by DJYSC trainers. The estimated costs for Athletic Trainers will be provided prior to event and total costs billed on final invoice after event.

Scorekeepers (# needed \_\_\_\_\_)

Admission Attendants (# needed \_\_\_\_\_)

Additional Dodge Jones Youth Sports Center personnel are available for the execution of events. If needed, the estimated costs for DJYSC Staff will be provided prior to event and total costs billed on final invoice after event.

Police Security

The applicant may be required to pay for police officers for security, crowd control, and/or traffic control at the event. The total number of police officers working at the event is determined by the Abilene Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) the time of day during which the event is conducted; (4) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (5) the history of the particular event. The estimated costs for Police Security will be provided prior to event and total costs billed on final invoice after event.

Additional Equipment or services requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature**

As an authorized representative for the organization/group and event requested on this form, I understand the rules and regulations applying to the use of the Dodge Jones Youth Sports Center and agree they will be followed in the conduct of the event.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Title: \_\_\_\_\_ Date: \_\_\_\_\_