

T-CYSA COMPLEX
FIELD/MEETING ROOM RESERVATION REQUEST

6160 Burden Blvd, Pasco, WA 99301
phone: 509-544-0276 fax: 509-542-0395
email: office@t-cysa.org website: www.t-cysa.org

Requestor: _____ Request Date: _____
Address: _____ Phone #: _____
_____ Email: _____
Event: _____
Event Date and Time: _____ Expected Attendance: _____
Reason (for office use only): _____
Approved/Rejected by: _____ Date: _____

MEETING ROOM

1. Written request/authorization is required. An approved copy of the request form will be returned to the requestor authorizing the event, date and time and must be in their possession during the event.
2. Reservations can be made no more than 4 weeks in advance.
3. Room set-up is the responsibility of the user. Arrangements for access and set-up must be made with the office manager.
4. At the conclusion of the meeting all tables must be wiped down and chairs must be stacked and returned to the storage area. Garbage must be removed and dumped in the outside dumpster. The room must be vacuumed.
5. The office, storage, and concession area are strictly off limits, with the exception of returning tables and chairs to the storage area.
6. Children must have adult supervision at all times (inside and outside). An adult must make sure all children are picked up before leaving.
7. Before leaving, walk the exterior of the building and ensure all doors are locked.
8. T-CYSA reserves the right to refuse any request or may require a cleaning/damage deposit.

EQUIPMENT REQUESTED FOR MEETING

Tables _____ Chairs _____ Overhead Projector _____ TV/VCR _____ Other _____

FIELD USAGE

1. Complex fields are used for league play, education/development clinics, tournaments, and other special events. League games will take priority over any other request.
2. Written request/authorization is required for each field use with the exception of league play. A copy of this request will be returned to the requestor either authorized or rejected (with reason) and field numbers assigned. The coach or instructor must have the approved copy in his possession during field usage.
3. Help us to keep high quality fields and play on assigned fields only. Field assignments are based on turf conditions.
4. No unauthorized vehicles are allowed on the fields or on the perimeter access road.
5. No pets allowed on fields at any time.
6. For safety reasons please **DO NOT TIP THE GOAL POSTS** or allow children to hang from them.
7. Pick up all trash after field usage and place in dumpster.
8. T-CYSA reserves the right to refuse any request and may charge an equipment fee or require a deposit.

EQUIPMENT REQUESTED FOR FIELD(S)

Number fields requested _____ Nets _____ Flags _____ Other _____
Reason/Field Assignments (for office use only): _____
Approved/Rejected by: _____ Date: _____

Approved request must be in your possession at all times or you will be asked to vacate the premises.

Nets and flags must be arranged with the T-CYSA net coordinator.
Referees must be arranged with the Tri-Cities Referee Association.
Call the T-CYSA office to get contact information for nets and referees.