



For multiple day events, please list all dates + times:

EVENT INFORMATION (continued)
(all fields on this page are required to process request)

Event Date: _____ Event Start Time (including setup): _____ Event End Time: _____

Estimated Number of Attendees: _____ Age Range of Participants: _____

Will the event include food and/or beverages: ☐ YES ☐ NO

If yes, please explain what type of food/beverages: _____

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ADDITIONAL NEEDS
(check fields that apply to your event)

of chairs: _____ audio/video equipment need: ____ electrical: ____

of tables: _____ stage: ____ trash cans: ____

AdditionalRoomSetupRequest(s): _____

Please describe the purpose of your event and the need for using the Preston Health & Activities Center:

RECREATION FACILITY SPACES

please select only
the facility/facilities
that you would like to
reserve for your event.

FULL FACILITY ☐

COST: \$200/hour + possible staffing costs*

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RACQUETBALL COURT

Time: _____

Preferred Court(s):

☐ Court #1

☐ Court #2

☐ Court #3

☐ Court #4

☐ Court #5

☐ Court #6

COST (PER COURT): \$10/hour + possible staffing costs*

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GYMNASIUM ☐

COST (PER FULL GYM): \$150/hour + possible staffing costs*

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HARDWOOD COURTS

Time: _____

☐ Court #1

☐ Court #2

☐ Court #5

☐ Court #6

COST (PER COURT): \$25/hour + possible staffing costs*

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BLUE COURTS

Time: _____

☐ Court #3

☐ Court #4

COST (PER COURT): \$25/hour + possible staffing costs*

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WALKING TRACK ☐

COST: \$15/hour + possible staffing costs*

BILL POWELL NATATORIUM

Time: _____

COST PER LANE: \$10/hour + possible lifeguard & staffing costs*

COST FOR ENTIRE POOL: \$100/hour + possible lifeguard & staffing costs*

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MEETING ROOMS

Time: _____

☐ DANCE STUDIO

COST: \$40/hour + possible staffing costs*

☐ PRESTON FAMILY FOUNDATION
MEETING ROOM

COST: \$40/hour + possible staffing costs*

☐ MULTI-PURPOSE ROOM

RENTAL FEE WITH EQUIPMENT

☐ WKU GROUP

COST: \$50/hour + possible staffing costs*

☐ NON-WKU GROUP

COST: \$75/hour + possible staffing costs*

RENTAL FEE WITHOUT EQUIPMENT

☐ WKU GROUP

COST: \$25/hour + possible staffing costs*

☐ NON-WKU GROUP

COST: \$50/hour + possible staffing costs*

*please note that additional staffing costs may be incurred due to usage outside of hours or if numbers exceed normal amount of demand.

SUBMIT COMPLETED FORMS BY CLICKING SUBMIT

COMPLETED FORMS CAN ALSO BE EMAILED TO
CANDICE DOUGLAS (candice.douglas@wku.edu)
OR

RETURN TO THE CRW OFFICE IN THE PRESTON CENTER