Colorado School of Mines, Department of Athletics
Facility Request Form

Requestor Name: _________________________ Date of Application: ___/___/______
Address: ____________________________________ Email: ____________________
Phone #: ___________________________ Fax #: ____________________________
Organization Name: ______________________________________________________
Date of Event: ____________to____________ Time of Event: __________to_________
Begins             Ends          Begins        Ends
You may submit a separate sheet listing additional, or more specific, dates and times.

Will your organization be charging a fee for this event?   ____ Yes   ____ No

Is this a Colorado School of Mines Campus Organization?   ____ Yes   ____ No

Facility Requested:
Baseball Field ___  Harry D. Campbell Field ___ IM North ___ IM South ___
Football Practice Field ___  Tennis Courts ___  Track ___  Soccer Satdium ___
Softball Field ___  Steinhauer Field House ___  Volk Gym ___  Other ___
Please specify other:_______________________________________________________

Facility Rental Charges:
Baseball Field, Soccer Stadium, IM North & South, Track and Football Practice Field: $100/hour
Softball Field: $70/hour   Tennis Courts: $20/hr/court
Volk Gym: $125/hour (scoreboard operator- $15/hour, PA System- $100 -$75 is a refundable
deposit, Custodian (2 hour minimum)- $20/hour).
Harry D. Campbell Field: $1,750 per 8 hour event (includes custodian, PA system, lights
and press box) or $250/hour
Field House: $100/hour, Basketball/Volleyball/Tennis Court- $45/hr/court, Custodian- $20/hour

Type of Event:
Camp ___ Concert:___ Picnic/BBQ/Party:___   Reception:___   Sporting Event:___  Other:___
Please specify other: _____________________________________________________________________

Set-up required for event: Colorado School of Mines Athletics has limited resources for equipment use.
Depending on the need, your Organization may be required to provide your own or rent equipment from an
outside source. Will your organization be using equipment on or in the facility?  ____ Yes   ____ No
Please specify your needs:________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

(For office use only)

Conditions for Final Approval of Request
• Contract for Event signed by Requestor and Mines Administrator: _________
• Proof of Organization’s Insurance Received: _________
• Deposit and or Payment for Event Received: _________
• For non-Mines organizations, Hold Harmless Agreements for all participants must be
  submitted before the event will be allowed to take place.
• Comments:
  Brandon Leimbach, Associate Athletic Director Date____ Approved____ Denied___

Department of Athletics Contact Information
1500 Illinois Street, Golden, CO 80401
Main Office 303-273-3360 / Fax #: 303-273-3362
Brandon Leimbach, Associate Athletic Director ~ 303-273-3588 or bleimbac@mines.edu