



Len Green Recreation and Athletics Complex  
Event Request Form

Please indicate the importance of the event to Babson College as all events held in LGRAC and other athletics facilities have significant impact on Babson Student Recreation and Athletic programs. Minimum event attendance for the Recreation Center is 500 and PepsiCo Enrico Pavilion is 200.

Please submit to Megan Cullen, Athletics Facilities Manager by email at [mcullen@babson.edu](mailto:mcullen@babson.edu)

Name of Event: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**Event Contact:**

Name: \_\_\_\_\_ Department: \_\_\_\_\_

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

Facility(s) requested \_\_\_\_\_  
\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Time: \_\_\_\_\_

Set-Up Date: \_\_\_\_\_ Set-up start time: \_\_\_\_\_

Take-Down Date: \_\_\_\_\_ Take-down time done: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

*\*\* If the event is for multiple days, please send an attachment with a detailed schedule of activities \*\**

**Campus & Community Events Assistance:** Is assistance for this event needed from CCE?

YES \_\_\_\_\_ NO \_\_\_\_\_

**Description of Event:**