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.

Please submit to Megan Donze, Athletics Facilities Manager by email at mdonze@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: