



UNIVERSITY CENTER ARENA

Facility Rental Request Form

Requestors Contact Information Today's Date ___/___/___

Name _____ Email _____ @ _____

Business Phone (____) ____ - ____ Cell (____) ____ - ____

NSU Department (if applicable) _____

Event Information

Name of Event _____

Date of Event ___/___/___ Event Start Time ___:___ am / pm

Event End Time ___:___ am/pm

Space you are requesting:

- UCA Main Arena
- UCA Aux Gym(s)
- UCA President's Box

Which of the Following best describes your event type?

- Concert
- Athletic/Sporting Event
- Comedian/Speaker
- Other _____
- Expo/Trade Show
- Dinner/Dance
- Meeting

What is your anticipated attendance? _____

Will this be a ticketed event? YES / NO

Please provide us with a brief description of the event;

Provide us with a list of equipment you will need for your event (i.e., tables, chairs, sound, lights, athletic equip....)

Please submit this form to the Arena Administrative Offices located in the main lobby of the University Center (near the box office) or fax it to **(954) 262-3690**.

This form is a request. The Arena Administrative Office will follow up with you within 2 business days of receipt of your request. The reservation of the arena is contingent upon availability, the receipt of a signed agreement, deposit and copy of event insurance.

For more information on rental spaces, rental fees and other event expenses please call the Arena Administrative Office at (954) 262-5553.

The University Center Arena has the right to deny use of the facility to any individual, group, organization or event that does not represent the best interests of the facility and the University. Such decisions will be made at the sole discretion of the University Center Arena management.

Internal Use only

Date received ___ / ___ / ___ Follow Up Completed ___ / ___ / ___ by _____
Please initial