

TOURNAMENT/INVITE/COMPETITION CHECKLIST

Х	Task	Deadline
	Check online Facility Use Calendar for availability of desired	At least 3 months prior to desired
	location/space	date
	Schedule an appointment with the Facility Use Office to visit the sites	At least 3 months prior to desired
	and rooms/areas you wish to use to determine if they meet your	date
	needs/desires	
	Submit completed, signed and dated application form PLUS application	At least 3 months prior to desired
	fee PLUS Indemnification/Hold Harmless agreement PLUS W9 (if first	date
	time user) to the Facility Use Office	
	Submit documentation of required liability insurance coverage for HOST	60 days prior to event
	Submit list of invited groups to Facility Use Office	60 days prior to event
	Submit Kitchen Use Form(s) to Facility Use Office	60 days prior to event
	Submit Auditorium Use Form(s) to Facility Use Office	60 days prior to event
	Submit signed Indemnification/Hold Harmless agreements from each	30 days prior to event
	ATTENDING GROUP	
	Submit documentation of required liability insurance coverage for each	30 days prior to event
	ATTENDING GROUP	
	Submit copy of temporary food permit or restaurant license, if required	30 days prior to event
	by Health Dept, to the Facility Use Office	