Loyola Center for Health & Fitness
Facility/Room Rental Request Form

Please help us to serve you better by taking a few minutes to complete this request form. Provide as much detail as possible and be sure to note any special requirements in the space provided at the bottom of the form.

Today's Date: ___ / ___ / _____

Contact Name: _____

Daytime Phone: _____ Fax: _____ E-mail: _____

1. Please classify your status:

   ___ Loyola University/Hospital Employee ___ Center for Health & Fitness Member
   ___ Community Member

2. Please describe the nature of the event to be held in the Center:

   _____
   _____
   _____

3. Please indicate the approximate number of people expected to attend the event:

   Number of Attendees _____ Age Range of Attendees _____

4. Please check the areas of the Center you are interested in renting:

   ___ Wellness & Education Room ___ Poolside Conference Room
   ___ Pool & Locker Rooms ___ Gym & Locker Rooms
   ___ Gym Only

5. Please indicate the date(s) and time(s) you are requesting:

   Date(s): ___ / ___ / _____ Start Time(s): _____ End Time(s): _____
   ___ / ___ / _____ _____ _____
   ___ / ___ / _____ _____ _____

6. Are you planning to serve food at this event?

   ___ Yes, I will be serving food but I will provide my own caterer.
   ___ Yes, I will be serving food but I would like the Center for Health & Fitness to cater my event.
   ___ No, I will not be serving food at this event.

7. Are you planning to serve alcohol at this event?

   ___ Yes ___ No

8. Please check any of the additional items needed for your event:

   ___ Television ___ V.C.R ___ Overhead Projector ___ Slide Projector
   ___ Flip Chart ___ Dry Erase Board

9. Please list any other special requirements needed for your event:

   _____
   _____
   _____

Please hand in or fax this form to the Member Service Desk at your earliest convenience. A representative will contact you within two business days to discuss your request and provide you a written quote. If you have any additional questions regarding rental details or this form, please contact the Member Services Manager at (708) 327-3558. Any completed forms can also be faxed to the Center at 708-327-3513. Thank you for your interest!