

IOWA STATE UNIVERSITY



RECREATION SERVICES

2642 Union Drive, 1180 State Gym
Ames, IA 50011
515.294.4980 (office) 515.294.1412 (fax)
recservices.iastate.edu

RESERVATION ESTIMATE

This is NOT an official invoice. Please do NOT render payment until an official invoice has been received.

CONTACT INFORMATION:

Organization Name: Email:
Contact Name: Phone:

RENTAL INFORMATION:

Space Requested: Activity:
Estimated Attendance:

Day(s) and Date(s)	Event Start	Event End	Total Hours

Special Equipment Needed:

ESTIMATED CHARGES & FEES:

- ISU Student Organization : \$60.00 per hour
- ISU Campus Department : \$70.00 per hour
- Non-ISU organization : \$120.00 per hour
- Failure to meet participation requirement for wall rental : \$50.00

How do you intend on paying?

Internal payment options: PG/WorkTag/Grant # All other payment options: Card Check

Total Estimated Cost

----- FOR INTERNAL USE -----

Reservation scheduled in Fusion Yes No

An additional 5% admin fee (Campus Departments & Non-ISU Orgs). Also an additional 5% late fee will incur if your payment is not received within 45 days of invoice. If your rental is not canceled within 7 business days prior to the event, a 50% cancellation fee will incur.

Justin Stout
Assistant Director of Adventure Programs
515.294.4196 (office)
jstout@iastate.edu