



Thank you for your interest in hosting an event with Vanderbilt Athletics. The completion of this rental request form DOES NOT guarantee space availability. Requests must be submitted one (1) month in advance prior to your event. Certificate of Insurance for a minimum \$ 2 million must be included in with request and COI must be valid through rental date. Please allow 7-10 business days for a response.

HAWKINS FIELD

General Information

Organization/Department Name

Primary Contact

Phone Number

Email Address

Group Classification

Event Start & End Date

Event Start & End Time

Expected Attendance

Does your event have attendees and/or participants that are minors (age 18 and under)?

Does your event need music or microphones?

Do you need video content? This incurs an additional charge.

Do you want to request an onsite AV technician? This incurs an additional charge.

Please list/describe set-up needs.

Do you plan on having food? Food and drinks (besides water) are not allowed on the field.

Event Type

Training (please email detailed schedule to athleticfacilityrentals@vanderbilt.edu)

Other (please email information to athleticfacilityrentals@vanderbilt.edu)

Vanderbilt Athletics Approval

Signature

Date

Sport Administrator

Director of Compliance

Director of Facilities

Rental Expense
