



University of Connecticut  
*College of Agriculture and Natural Resources*

Office of  
Academic Programs

**USE OF RATCLIFFE HICKS ARENA  
APPROVAL FORM**

**Event Information**

Description of Event: \_\_\_\_\_

Estimated Participants: \_\_\_\_\_

Date(s) and Time(s) of Reservation: \_\_\_\_\_

**Contact Information:**

Name of Person in Charge and/or Sponsoring Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_ Office Phone No.: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ FRS (if applicable): \_\_\_\_\_

When reserving the Ratcliffe Hicks Arena it is **your responsibility** to set-up before and clean-up after the event. The arena had a new concrete floor installed in 2011 and requires a level of cleanliness significantly greater than the sawdust floor. Failure to clean the Arena after your event will result in your department being charged for maintenance costs and the possibility of not being allowed to reserve the Arena in the future. If you have special needs/requests, you must contact the individual(s) or department(s) listed below. Many of the services require early notice. The Office of Academic Programs only schedules the Arena; we do not provide any services for the events. You may reserve the Arena by calling Meagan Ridder at 486-2919 or send an e-mail to meagan.ridder@uconn.edu.

To obtain fresh saw dust - Mary Margaret Cole @ 486-2023

For saw dust to be laid or removed - All requests for Farm Services/Mary Kegler must be made through Cindy Bastek 486-2918

Custodial/Building Services – Dave Lotreck @ 486-3591

Classroom reservations - Scheduling @ 486-3329

Opening of classrooms/building- Locksmith Services @ 486-2921 (Amy Reiman)

Speaker/microphone/audio visual – Dr. Darre @ 486-1008

For table/chair/poster board reservations you can go to the Central Stores website.

**I have read and agree to the terms above:**

\_\_\_\_\_  
Signature of Responsible Person for the Event

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Sponsoring Faculty Member

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date Signed