

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Recreation Services
1180 State Gym
2642 Union Dr.
Ames, IA 50011-2029
515-294-4980
FAX 515-294-1412
www.recservices.iastate.edu

October 8, 2019

Dear Capt. Schaffer:

Enclosed are the necessary documents relating to your recent request to rent/use recreational facilities and/or field space managed by the Department of Recreation Services.

Please review the information contained in the Facility Rental Application, and sign and return the Facility Rental Contract as promptly as possible to:

Department of Recreation Services
ATTN: Doug Arrowsmith
2642 Union Drive
1180 State Gym
Iowa State University
Ames, IA 50011-2029

The Certificate of Insurance should be sent directly to Recreation Services for our preliminary review/approval and then we send it on to ISU Office of Risk management for final approval. The Col can be sent to my e-mail address as an attachment, faxed to us @ 515-294-1412, or sent through USPS.

Charges associated with this rental will be processed by the ISU Accounts Receivable Office. You will be billed directly, receiving an itemized statement with instructions and a return mail envelope. Please DO NOT send checks or cash payments directly to the Department of Recreation Services.

Sincerely,

Doug Arrowsmith,
Assistant Director, Facilities

Enclosures