There is a $20/hour/instructor fee for group fitness instructors and $25/hour/Yoga Instructor billed via interoffice budget transfer. NO CASH PAYMENTS. Kindly provide 3 week’s advanced notice. Email completed request form to lstupi@towson.edu. For any questions and concerns please contact the Coordinator of Fitness Programs, Lynette Stupi @ X 5627.

Today’s Date: ______________ / Date of event: ______________

Department/Student Organization name: ____________________(ie. Sorority, Club name, etc.)

Type of Event being hosted: ______________________________

Time of Event - Start time: _____ End time: _____ Total time (# of hours): 1 Hour minimum

Location: ______________________________ *Please indicate building name and room number

Do you need a sound system/microphone: ________ (Instructor/CR does not provide)

(Please use this link to put in a request to use a Towson University Facility and/or CRS facility and request audio/visual if needed) http://fusion.towson.edu/www/facilityreservations/

Expected # of Participants ____________

Preferred Class Style:  □ Indoor Cycling  □ Zumba  □ Yoga

□ Boot Camp  □ TKO - Boxing  □ Other:___________

Preferred instructor: _________________ (request for specific instructor is not guaranteed)

Person Submitting Request: __________________________
Requestor’s TU ID: __________________________ Phone #: (____) ______-__________
Email: _________________________@students.towson.edu

Contact Person for Requested Event: __________________________
Contact Person’s TU ID: __________________________ Phone #: (____) ______-__________
Email: _________________________@students.towson.edu

Required  Dept. ID #___________  Dept. Budget Code for interoffice billing: ___________

Bill to the attention of: ______________________________ (professional staff point of contact)
(Students, please contact the professional staff overseeing your group if you do not know this info).

Official Use Only:

CR Approved_____________ Date Approved: ______________ Instructor Assigned: ____________
Format Presented:___________ Amount Charged:__________ Paid On: ________________