Space Requests at the Ray and Wish Field

Tabling at the Ray

- E-mail Megan at mkrone2@depaul.edu
- Please include exact dates and times you’d like to table.

Studios, Classrooms, and Courts in the Ray

- **One-time Use (or a Series of Dates)**
  - E-mail Megan at mkrone2@depaul.edu.
  - Please specify the date, time, and space you’d like to reserve.
  - If possible, please provide more details. Are you having a meeting? How many participants will there be? Are you flexible on dates or times? If the space is unavailable but Megan has more information, she’ll look for other options.

- **Weekly Schedules for the Quarter**
  - Please use this link: https://docs.google.com/forms/d/e/1FAIpQLSf7zb5ktNsc1L_nedo6bM16DVo3TzHi-cXZ5zvj36KsM4w/viewform?usp=sf_link
  - Forms received after the due date will receive consideration after all on-time requests are accommodated.
  - Please note, space is limited and if you are not going to use your club’s space on specific dates, please e-mail Megan at least 24 hours in advance on weekdays and by Friday at 3pm for weekends. If your club no shows for your space with less than 24 hours notice twice in one quarter, that practice will be cancelled for the remainder of the quarter.

Wish Field

- **One-time Use (or a Series of Dates)**
  - E-mail Megan at mkrone2@depaul.edu.
  - Space at Wish Field is extremely limited and is also dependent on Sport Supervisor availability. Give as much notice as possible when requesting Wish Field so Megan can check availability of both space and staff.
  - Please either
    - Specify the date, time, and space you’d like to reserve, OR
    - Send Megan information about the event (scrimmage, match, game) you’d like to have (i.e. duration of event, spectators, etc.) and she’ll send you potential dates.
• **Weekly Schedules for the Quarter**
  o Please use this link: [https://docs.google.com/forms/d/e/1FAIpQLSf7zb5ktNsc1L_nedo6bM16DvDo3TzHi-cXZ5zbdv36Km4w/viewform?usp=sf_link](https://docs.google.com/forms/d/e/1FAIpQLSf7zb5ktNsc1L_nedo6bM16DvDo3TzHi-cXZ5zbdv36Km4w/viewform?usp=sf_link)
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  o Please note, space is limited and if you are not going to use your club’s space on specific dates, please e-mail Megan at least 24 hours in advance on weekdays and by Friday at 3pm for weekends. If your club no shows for your space with less than 24 hours notice twice in one quarter, that practice will be cancelled for the remainder of the quarter.

Contact the Assistant Director of Club Sports, Megan Krone, at [mkrone2@depaul.edu](mailto:mkrone2@depaul.edu) if you have any questions.