

NIRSA Outstanding Facilities Award Application

APPLICATION DEADLINE: November 5, 2024

Application Fee: \$290

Please review all the eligibility requirements at <https://nirsa.net/nirsa/awards/outstanding-facilities-award/> before you prepare your application. We recommend that you review all the requirements of the Outstanding Facilities Award Application and gather the necessary resources before beginning.

The most successful applications are completed with representation from both the institution and the architectural firm or representative. Information regarding the construction project details and the impact on recreational programs and services should be combined to provide a well thought out, collaborative application.

To be eligible for a 2025 NIRSA Outstanding Facilities Award:

- The school being nominated for the award must be a current NIRSA institutional member.
- Project must be new construction or an expansion/renovation.
- Project must have been opened between November 1, 2022 and October 31, 2024.
- Recreation Department must be a main member of the facility.

Both indoor and outdoor submissions will be accepted.

Facilities that have won the award in the past are eligible to apply for the award again but must meet all general eligibility standards above as well as the following criteria:

- The facility must be at least 10 years removed from winning the award previously.
- If the project is a renovation, approximately 50% of the original space must be affected and the renovation must show significant change to the space. Significant change should be addressed in the executive summary, including information about the change/benefit to the program and details about what the renovation added to the space that was not previously available.
- If no renovation is done, the project must include an expansion of approximately 50% of the square footage of the original facility.

If you have any questions as you are completing the application, please reach out to Outstanding Facilities Award Committee Chair Jackie Adams (Jackie.Adams@cwu.edu) or NIRSA Member Engagement Manager Natasha Fischer (natasha.fischer@nirsa.org).

* Indicates required question

1. Email *

Required Application Specifications

Completed application and nonrefundable \$290 application fee must be submitted by November 5, 2024.

As part of the online application submission, each applicant must provide a written Executive Summary or URL where an Executive Summary can be viewed. URLs must remain active through May 2025. Do not send other materials, including photos or executive summaries, via email.

*Please upload all materials to this Dropbox link:

<https://nirsa.org/AwardUploads>

To upload your media, please save all files in a folder on your device and name the folder "School or Facility Name – Outstanding Facilities Award", then upload the entire folder to the dropbox. Please do not upload individual files; uploading the entire folder helps us keep all materials from the same submission together.

All images must be clearly labeled.

Digital photographs must include, but are not limited to, one photo of each of the following:

- Each activity space
- Building Exterior
- Primary Entrance
- Ancillary spaces
- Lounges

NOTE: The website and photographs should be considered a medium for storage and sharing of information. Application evaluation will be based on materials submitted, not creative components of the website or photographs themselves. Please be as thorough as possible with the application and submission process. Committee members evaluating the applications will only use the website you create, photos you provide, and information on this application to help with making their award selections.

2. Name of Facility *

This is how it will appear in promotions and awards if selected as an Outstanding Facilities Award recipient.

Executive Summary

Please include an Executive Summary detailing your project and why/how it is worthy of a NIRSA Outstanding Facilities Award. The summary should be limited to 1,000 words. To make the document as reader-friendly as possible, please format your Executive Summary to include headings for the criteria listed below.

*We have provided two options to share your Executive Summary. You can create a document with the information below or provide a link to a website. You are not required to do both. You can also upload additional photos/images.

The summary must address the following topic areas which are used to evaluate and score the applications:

1. Recreation facility's relationship to your campus master plan and mission, demonstrating the value of campus recreation on your campus.
2. Intended and actual impact of facility on your recreation program including inclusive features, impact on attendance, etc. Please provide statistical data or a detailed explanation to explain the impact.
3. Unique aesthetic of architectural features.
4. Relationship between facility design and staffing, specifically intentional facility design as it relates to supervision and staff.
5. Innovative construction materials or methods.
6. Sustainable features, including but not limited to LEED Rating, green features, etc.
7. Use of technology and how it benefits the customer, staff and/or budget.

3. Executive Summary Document

*URL for website that contains Executive Summary

4. Upload photos or other additional materials to the Dropbox link:

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To upload your media, please save all files in a folder on your device and name the folder "School or Facility Name — Outstanding Facilities Award", then upload the entire folder to the dropbox. Please do not upload individual files; uploading the entire folder helps us keep all materials from the same submission together.

Provide any additional information if necessary.

Primary Contact Information

5. Name (First and Last) *

6. Job Title *

7. Institution/Organization *

8. Phone *

9. Email *

10. Campus Recreation Website

Consent & Release

NIRSA Outstanding Facilities Award recipients will be prominently displayed on the NIRSA website. Images and other materials submitted as part of this application may also be used for educational purposes and NIRSA member reference, as well as for other NIRSA promotions and communications.

By submitting this application form, you grant NIRSA the nonexclusive right to copy, use and distribute all photographs, images, and other materials (including names of individuals, institutions, and companies) provided as part of this application, in part or in their entirety, for the purposes outlined above. You waive the right to inspect or approve use of your application materials and acknowledge that you have permission to use all images and materials contained in your application.

11. Please acknowledge your understanding of these conditions before proceeding. *

Mark only one oval.

I understand

Contact Information for School

Please list key personnel

(e.g. Director, Associate Director of Facilities, Facility Operations, Facility Manager) who can speak about project/facility should questions arise regarding the application.

12. Name (First and Last) *

13. Job Title *

14. Phone *

15. Email *

Architectural Firm

If the project is chosen as a NIRSA Outstanding Facilities recipient, the architectural firm will receive a complimentary award spire from NIRSA.

16. Firm Name *

17. Contact Name (First and Last) *

18. Address

19. City

20. State

21. Zip/Postal Code

22. Phone *

23. Email *

24. Website *

Additional Architectural or Consulting Firm

Additional Architectural or Consulting Firms who contribute to an award-winning project will be recognized on the NIRSA website and in other promotional materials; these firms also have the option to purchase an award spire.

25. Firm Name

26. Contact Name

27. Address

28. City

29. State

30. Zip/Postal Code

31. Phone

32. Email

33. Website

General Contracting Company

General contractors who contribute to an award-winning project will be recognized on the NIRSA website and in other promotional materials; these firms also have the option to purchase an award plaque.

34. Company Name

35. Contact Name

36. Address

37. City

38. State

39. Zip/Postal Code

40. Phone

41. Email

42. Website

Manufacturers/Suppliers

43. Please list the manufacturers/suppliers used to complete this project.

General Facility Information

44. Total Gross Square Footage (sum of all areas on all floors) *

45. Net Square Footage (total square footage of all rooms/areas on a floor) *

46. Eligible Facility Users

(i.e. students, faculty, staff, paid members, alumni, retired staff/faculty, community)

47. Program Utilization (% of total)

Mark only one oval per row.

	0-10%	11-20%	21-30%	31-40%	41-50%	51-60%	61-70%	71-80%	81-90%
Campus Recreation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Academics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Athletics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

48. What is the average number of total daily visits to this facility? *

Type of Construction

49. Type of Construction (Please complete the appropriate section below based on type of project) *

Mark only one oval.

- New Construction *Skip to question 50*
- Complete Renovation *Skip to question 51*
- Partial Renovation *Skip to question 53*
- Expansion *Skip to question 55*

New Construction

50. Date Opened (Month/Year)

Skip to question 57

Complete Renovation

51. Date Opened (Month/Year)

52. Original Construction (Month/Year)

Skip to question 57

Partial Renovation

53. Date Opened (Month/Year)

54. Original Construction (Month/Year)

Skip to question 57

Expansion

55. Date Opened (Month/Year)

56. Original Construction (Month/Year)

Skip to question 57

Construction Funding Information

57. Total Construction Cost (excluding land and design fees) *

58. Total Furnishings and Equipment Costs

Funding Sources

59. Debt/Financing

60. Gifts

61. Capital

62. Student Fees

63. Student Referendum

64. Grants

65. Other

66. Funding Total

Entry Fee & Payment Information

You will receive payment information once you have submitted your application. Please provide the name, phone number, and email of the person we should contact should we have any questions regarding your payment.

67. Contact Name for any payment questions *

68. Email *

69. Phone *

Application Checklist

The following is required for a complete application:

70. Application must include: *

Check all that apply.

- Completed Online Application
- Uploaded Executive Summary or provided web link
- Uploaded Additional Photos (Optional)
- Payment of \$290 (You will see additional information regarding payment after you click submit)

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