

**Campus Recreation  
Facility Reservations Policies and Procedures**

General Guidelines

Campus Recreation manages a variety of facilities available for student groups and others to reserve for special events. Requests will be accepted no more than 6 months in advance and must be received at least 10 business days prior to the desired event date. Requests to use the Recreation and Fitness Center during peak hours must be received at least 15 days prior to the desired event date. Reservations will be made on a first come, first serve basis and will be prioritized according to the following chart:

Facility Usage Priority List	
1 <sup>st</sup>	Campus Recreation
2 <sup>nd</sup>	Open Recreation
3 <sup>rd</sup>	Club Sports
4 <sup>th</sup>	FAU Student Organizations
5 <sup>th</sup>	FAU Groups
6 <sup>th</sup>	Non-FAU Groups

All facility reservation requests must be made by following these steps:

1. Complete and return the [Facility Use Application](#) to the Assistant Director of Operations. Forms are available in the Membership Office at the Recreation and Fitness Center or online at [www.fau.edu/campusrec](http://www.fau.edu/campusrec).
2. Upon receiving your estimate for the proposed event, sign and return it. This document may be faxed to 561-297-2421.
3. Complete and return the triplicate copies of the Facility Use Agreement (non-FAU groups only).
4. Submit a copy of your liability insurance at least 10 days prior to your event (non-FAU groups only).

Please note that fees for each space, staffing (if required), and optional accessories will be charged for each reservation. Clean up and damage fees will only be charged if necessary. A deposit may be required to reserve a space. If required, the deposit will be applied to your bill.

Certain events will require the group to provide insurance documentation and/or work with FAU Police. Certain request including technology, amplified sound, and music may be restricted during operational hours if it could cause a disruption or if power is not sufficient. Details and special requirements will be provided by the Assistant Director of Operations on a case by case basis.

Any event that would like to serve food must contact Chartwell's for catering information. Bringing in off campus food or another vendor is prohibited, unless approved by Business Services.

Campus Recreation Facilities are available to members of the University community at large. To identify those who use the facility, the following definitions are in effect:

a) Facilities – A group of buildings on the Boca Raton Campus administered by the Department of Campus Recreation, a component of the Division of Student Affairs

1. Recreation and Fitness Center (Building 91)
2. Henderson Multipurpose Fields
3. Track and Field Complex
4. Outdoor Basketball and Tennis Courts

b) User – Any person or entity as defined below approved for use of Campus Recreation facilities.

c) Student Club/Organizations - A recognized student club or organization is a group of students that has obtained official recognition by Florida Atlantic University by meeting the membership qualifications and registering their club or organization with Student Involvement and Leadership (see FAU Student Handbook).

d) Student - A student is an individual who is enrolled in a class or classes for which an Activities & Service Fee is Paid (A&S Fees).

e) Florida Atlantic University Departments - Official Departments of Florida Atlantic University that are officially constituted colleges, division departments, agencies or other units which are a part of, or operate on behalf of the University, such as foundations and alumni organizations.

f) Affiliated Groups or Individuals - Organizations or Individuals that have official ties to the University and/or organizations to which the University holds an active membership and provides services that directly benefit the University.

g) Alumni - Alumni include those individuals who are current dues paying members of the Alumni Association.

h) Faculty/Staff - Those individuals who are currently employed by the University. This category also includes those individuals who have retired from positions in the University.

i) Unaffiliated Groups or Individuals - An individual, organization or group who has no official connection with Florida Atlantic University. Unaffiliated Groups or Individuals are non-university persons, groups and organizations. These also include those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit.

j) Sponsor – Person or individual who is renting or using the facility and has initiated the reservation.

k) Cosponsor – An outside group who in conjunction with a student group or department work together in sponsoring an event. The event must have a direct benefit to the student group, department, or the FAU student body.

l) Management – Administrative staff Campus Recreation charged with the orderly operation and maintenance of the facility.

m) Event – Any meeting, gathering, or activity that occurs within Campus Recreation facilities during a particular reserved interval of time.

n) Late Reservation / Change – Any request for use of facility or change in setup occurring outside the prescribed times

o) General Use Areas - Public areas that are not reserve able on a regular basis and which do not require special access, such as:

1. Lobbies
2. Lounges
3. Hallways
4. Restrooms

## **General Guidelines for Indoor Facility Reservations**

### **Recreation & Fitness Center and Leisure and Lap Pool**

Facility Reservation requests by FAU Student Organizations/Groups and Non-FAU groups may be limited to non-peak facility use times. Efforts will be made to provide students and Rec Members use of at least one gymnasium court for open recreation at all times.

Here are basic guidelines for non-peak usage times:

Recreation & Fitness Center (Fall and Spring Semesters)

- a. Monday – Friday: 6:00am – Noon
- b. Saturdays and Sundays: All Day During Normal Hours of Operation (SEE LATE NIGHT REQUESTS FOR MORE INFO)

Recreation & Fitness Center (Summer and Breaks)

- a. Monday – Sunday: All Day During Normal Hours of Operation

Leisure and Lap Pool (Fall, Spring, Summer and Breaks)

- a. Non Scheduled Hours of Operation

Facility requests made for peak times must be approved by the Campus Recreation Advisory Board. These requests must be submitted at least 15 business days prior to the scheduled event.

### **Late Night Requests**

The Department of Campus Recreation will identify one Friday or Saturday per month in which facilities will be available for late night events sponsored by student organizations. Late night events will occur between 9:00pm and 1:00am. A list of available dates will be available in the Campus Recreation administrative office on the first day of classes during each of the fall and spring semesters. Requests for late night events will be accepted after the first day of classes. All requests for the entire semester must be made by the second Friday of each semester. If multiple organizations request the same date, a lottery system will be used to determine the organization whose request will be accepted. Organizations, whose requests are approved, that choose to cancel reservations will not be permitted to submit Late Night requests for the following semester.

Late Night events may begin prior to the facility closing, but exclusive use of any space will not be available during peak times or when a Campus Recreation activity is scheduled.

Each late night event requires, at minimum, one Campus Recreation Facility Supervisor. A fee of \$10 per hour per supervisor will be charged to the group to cover this staffing necessity. Additional staff may be required to adequately supervise the number of participants or spaces reserved for the event. Please complete the reservation form in detail to provide the Assistant Director of Operations (or his designee) information to base this decision upon. The fee for any additional staff will also be \$10 per hour per person. This will be charged on top of the rental fee for space.

Any event that requires use of the gymnasium for non-sport activities will be charged a \$100 fee for the set up and use of tarps required to protect the wood flooring.

## CAMPUS RECREATION RESERVABLE AREAS

### Reserve able Facilities:

#### Recreation and Fitness Center

- Gymnasium
- MAC Gymnasium
- Leisure and Lap Pool/Pool Deck

#### Outdoor Facility Space

- Henderson Multipurpose Fields
- Track and Field Complex
- Outdoor Tennis and Basketball Courts

The use of the above facilities is on a first come first serve basis.

### Fees:

The Fee Schedule is then broken down to the four basic users of the facility.

- a) Student Organizations
- b) University Departments and Affiliated Users
- c) Tax Exempt or Non-profit Organizations
- d) Unaffiliated Users or All other Users

The listing of all prices used by Campus Recreation is prepared for each of the different user types. Copies of the Fee Schedule are always available at the Campus Recreation Administrative Office.

Four categories of charges exist:

- a) Location (no charge for Student Organizations)
- b) Equipment / Services
- c) Labor
- d) Miscellaneous / Tax

Payment of fees varies by user type. On-campus users are billed for all charges after the event is completed. Off-campus users or Unaffiliated Users are required to pay estimated charges 30 days in advance of the event.

Following the event, either a refund is generated for services not required for the event, or additional billing will be determined.

## GENERAL FACILITY REGULATIONS

All users of Campus Recreation Facilities will be subject to the following:

- a. The reservation times are clearly stated on the **Campus Recreation Facilities Use Application/Reservation** form. If the event runs beyond the scheduled time, user will be billed for all hours and personnel costs involved.
- b. It is the user's responsibility to maintain order of and for all people attending the event. If, in the opinion of Campus Recreation staff, attendees of the event are behaving in a manner which could result in injury to themselves or others, they will be required to leave the facilities and the University grounds. If the staff determines that an event may be reaching a point of disorder that could result in injury to the attendees or could damage the facilities, the event will be stopped. Any damage to the facility will be billed to the user on the final bill. If the event is stopped due to disorderly conduct, the user will be billed for the full event, since the facilities were reserved for use for the authorized user and no other user could use them.
- c. All pertinent information about the user's event should be given to the Event Planning Office at the time the event is booked. If any late changes are made to a reservation request, the Event Planning Office will determine if the request can be accommodated. Any extra costs involved with meeting a USER's request will be billed to the USER and must be promptly paid.

### 1. ALCOHOLIC BEVERAGES

Beer, liquor and wine may not be consumed or sold on the premises without the written permission of Campus Recreation. If a user plans to have such items, the user must inform the Event Planning Office at the time of the request for the event, who will work with the USER to help secure the required permission.

### 2. CATERING

Dining Services has a contractual right of first refusal for all catering and food service needs on campus. If a user plans to serve food or beverages, the user must notify the Event Planning Office at the time of the request. The Event Planning Office will direct the user to Dining Services. Dining Services will, under certain circumstances, allow a user to use an outside caterer. However, that usually occurs only if the caterer is unable to meet the user's needs.

### 3. SMOKING

In accordance with the Florida Clean Indoor Air Act revised effective October 1, 1992, smoking is **NOT ALLOWED anywhere in Campus Recreation Facilities**.

### 4. ADVERTISING

Events sponsored by off-campus groups are not to be considered UNIVERSITY events. Although advertising for events sponsored by off-campus users may state that the event is taking place at FAU, it should be made clear that the event **IS NOT** sponsored by Florida Atlantic University. Additionally, all advertising **must** state the name of the sponsoring organization.

### 5. POSTERS AND FLYERS

Posters and flyers are not permitted in the facilities prior to the date of the event. Posters and flyers will be removed at the completion of the event. The University will remove any poster, flier, etc. which it deems objectionable, in its sole discretion. The decision of the Administration will be final in this matter.

### 6. RADIO/TELEVISION/RECORDING

Any recording or broadcast made of or during an event must be arranged with the Event Planning Office at the time the reservation is booked. Student Union personnel will supervise such activities to help to ensure safety.

Obtaining permission to record or broadcast an event or activity is the responsibility of the user (for example, to avoid copyright infringement claims).

## **7. ACCESS TO FACILITIES**

Campus Recreation and University staff must have access to all areas used during a user's reservation. Staff will not necessarily enter the user's area during an activity, but they must have free access to do so in the event of an emergency. Campus Recreation personnel will maintain possession of the keys to areas authorized for the user's use. At no time will any keys be given to non-University employees.

## **8. LOST AND FOUND**

Any items left behind after an event will be collected as LOST items and placed in a secured Lost & Found area. Unclaimed items will be held for at least one month. If the item has not been claimed within that time, it will be sold at a public auction in accordance with state law.

## **9. FIRE REGULATIONS**

The user shall be required to monitor all guests and patrons to be certain there is no violation of fire regulations. If the Campus Recreation staff notices that an event is or may become in violation of a fire regulation, staff will ask the user to discontinue that which is not allowed. The user must comply immediately.

## **10. FRONTING – UNAFFILIATED ACTIVITIES**

A University organization may not reserve space on behalf of or for the use of an outside organization so the outside organization can use the facility at a reduced rate. This conduct constitutes “fronting” and is prohibited. Campus Recreation staff may deny or rescind permission to use that facility if it is determined that the use is not primarily for the benefit of the faculty, student, or officially-recognized organization making the reservation.

## **11. CANCELLATION POLICY**

Given the high demand for space, the cancellation and no-show policy is designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel any reservations that will not be used as soon as possible so that those spaces may be made available to other groups. Cancellations must be made in writing by submitting an email to the Assistant Director of Operations. Reservable spaces are monitored for attendance and use, and all no shows are recorded. Repeated no shows and/or late cancellations will result in the suspension of reservation privileges for Campus Recreation facilities.

Student Groups (FAU Student Organizations/Groups)

Reservations must be cancelled by 12:00 noon the day before the event (12:00 noon on Friday for events occurring Saturday, Sunday, or Monday).

Late cancellations and no shows –

First Offense: A warning email will be sent to the offending organization.

Second Offense: Suspension of reservation privileges for 14 days.

Third Offense: Suspension of reservation privileges for 120 days.

### **FAU Departments**

- |    |                    |                   |
|----|--------------------|-------------------|
| 1. | 30 days or less    | 75% of rental fee |
| 2. | 31 days to 60 days | 50% of rental fee |
| 3. | 61 days to 90 days | 25% of rental fee |
| 4. | More than 91 days  | Deposit only      |

### **Non-FAU Groups**

- |    |                    |                    |
|----|--------------------|--------------------|
| a. | 30 days or less    | 100% of rental fee |
| b. | 31 days to 60 days | 50% of rental fee  |
| c. | 61 days to 90 days | 25% of rental fee  |
| d. | More than 91 days  | Deposit only       |

No fees will be incurred if a reservation is rescheduled within 90 days from original date.

**12. USE OF LIVE ANIMALS**

At no time may the user introduce or permit any live animal as part of any performance or event or allow any live animal access to any UNIVERSITY grounds or facilities without the express written consent of the UNIVERSITY. Animals are not allowed on UNIVERSITY property with the exception of those needed to assist persons who are physically disabled or impaired.

**13. SECURITY**

All security needs must be arranged through the Campus Police department. No outside security personnel are allowed on campus without the consent of the Campus Police. Under no circumstances are any firearms or weapons of any kind, allowed on campus.



## Rental Rules

### Lap and Leisure Pool

- 1) It is the sponsor's responsibility to maintain order of all people attending the event. If Campus Recreation personnel believe there is disorderly conduct that can result in injury to patrons using the Lap and Leisure Pool, they will be required to leave the facility.
- 2) If Campus Recreation personnel determine that the event is to a certain point of disorder that could damage the Lap and Leisure Pool facility or could result in injury, the event will be stopped.
- 3) Any individual using a radio or audio device must keep volume levels low enough to allow lifeguard communication. Instructions from the lifeguards must be followed at all times.
- 4) No rough play. No one should be sitting or standing on anyone's shoulders.
- 5) All equipment, decorations, setup, etc. provided by the sponsor with the approval of Campus Recreation must be removed immediately following the event. Campus Recreation is not responsible for lost, stolen, or broken items.
- 6) The sponsor is required to monitor all guest and patrons to ensure there is no violation of fire regulations. Adequate space must be maintained to allow people to exit the building in an emergency situation.
- 7) All trash must be placed in the receptacles provided. Remove all toys, towels, cans, lotions, etc. from the pool area and parking lot before you leave.
- 8) The sponsor is responsible for the setting up and take down of tables and chairs as per direction of Campus Recreation personnel.
- 9) Those who decorate the Lap and Leisure Pool facility for events are not permitted to use staples, nails, or glue to secure the decorations. All decorations must be completely removed after the event.
- 10) Any expenses incurred by FAU Campus Recreation for repairing damages or cleaning messes after a rental will be passed on to the sponsor.
- 11) Please return the facility back to the general conditions of cleanliness in which it was found. Please report any damages to Campus Recreation personnel immediately.
- 12) It is required that the sponsor does a final walk through with Campus Recreation personnel to ensure proper compliances.
- 13) Items left behind after an event will be collected and placed in a secured Lost & Found area.
- 14) No food, drinks, or glass containers allowed in pool or on pool wet deck. Water is permitted.
- 15) Shower before entering pool.
- 16) No diving allowed in pool.
- 17) No animals allowed in pool or on deck.
- 18) Bathing load is 92 persons.

### Rental Rules

#### Recreation and Fitness Center

- 1) It is the sponsor's responsibility to maintain order of all people attending the event. If Campus Recreation personnel believe there is disorderly conduct that can result in injury to patrons using the facility, they will be required to leave the facility.
- 2) If Campus Recreation personnel determine that the event is to a certain point of disorder that could damage the facilities or could result in injury, the event will be stopped.
- 3) All equipment, decorations, setup, etc. provided by the sponsor with the approval of Campus Recreation must be removed immediately following the event. Campus Recreation is not responsible for lost, stolen, or broken items.
- 4) The sponsor is required to monitor all guest and patrons to ensure there is no violation of fire regulations. Adequate space must be maintained to allow people to exit the building in an emergency situation.
- 5) The sponsor is responsible for the setting up and take down of tables and chairs as per direction of Campus Recreation personnel.
- 6) All trash and food shall be disposed of properly in receptacles.
- 7) Please return the facility back to the general conditions of cleanliness in which it was found. Please report any damages to Campus Recreation personnel immediately.
- 8) It is required that the sponsor does a final walk through with Campus Recreation personnel to ensure proper compliances.
- 9) Any expenses incurred by FAU Campus Recreation for repairing damages or cleaning messes after a rental will be passed on to the sponsor.
- 10) Items left behind after an event will be collected and placed in a secured Lost & Found area.

## Rental Rules

### Outdoor Facilities

- 1) It is the sponsor's responsibility to maintain order of all people attending the event. If Campus Recreation personnel believe there is disorderly conduct that can result in injury to patrons, they will be required to leave the facility.
- 2) If Campus Recreation personnel determine that the event is to a certain point of disorder that could damage facilities or could result in injury, the event will be stopped.
- 3) All equipment, decorations, setup, etc. provided by the sponsor with the approval of Campus Recreation must be removed immediately following the event. Campus Recreation is not responsible for lost, stolen, or broken items.
- 4) Sponsors or their guest are not allowed to drive any private vehicles onto facility grounds at any time without expressed written permission from Campus Recreation personnel. All parking must be contained within designated areas.
- 5) The sponsor is responsible for the setting up and take down of tables and chairs as per direction of Campus Recreation personnel.
- 6) All trash and food shall be disposed of properly in receptacles.
- 7) Please return the facility back to the general conditions of cleanliness in which it was found. Please report any damages to Campus Recreation personnel immediately.
- 8) It is required that the sponsor does a final walk through with Campus Recreation personnel to ensure proper compliances.
- 9) Any expenses incurred by FAU Campus Recreation for repairing damages or cleaning messes after a rental will be passed on to the sponsor.
- 10) Items left behind after an event will be collected and placed in a secured Lost & Found area.
- 11) The use of stakes to secure tents or other structures is prohibited