

# USU Campus Recreation Facility Reservation Manual



## Facility Reservation Manual

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## Facility Reservation Manual

### Introduction:

By submitting a reservation request for the USU Campus Recreation, you acknowledge and agree to all USU Campus Recreation regulations as well as all local, state, and federal laws (i.e. state fire and liquor ordinances).

*Agreement to these policy statements and submission of a reservation request form **does not finalize your reservation**. Reservations are valid once you receive a confirmation email with a facility rental agreement from the USU Campus Recreation Scheduling Coordinator.*

**Advertising of any event prior to receipt of a confirmation email is at the risk of the event requestor and does not guarantee the event will occur.**

### Reservation Process:

#### Student Reservations:

Due to the high demand for facility space, personal reservations cannot be accommodated. Students are welcome to use the Campus Recreation facilities during Open Rec hours for their activities.

#### USUSA & Department Clubs:

Clubs are permitted to have reoccurring reservations for the semester. Each club may have 2 weekday practices and one weekend practice. Each club will be reserved on a first come first serve basis for the semester. Our spaces are highly requested so if you are not going to use your space, you need to email [campusrecscheduling@usu.edu](mailto:campusrecscheduling@usu.edu) a week prior and let us know that you don't need the space so other groups can utilize that time. Your reservation is also subject to be cancelled due to large events that may take place. Your group will be notified two weeks in advance of the cancellation. Please [click here](#) then select Student tab and choose the appropriate form to get your space reserved. After submitting the reservation request form, you will receive an email confirmation with your reservation within 2 business days. Filling out the form does not guarantee your reservation; you must have an email confirmation in order to hold your practice or event.

Service Fees will be waived for events where all participants are current students, faculty or staff (with the exception of the Full Fieldhouse Main Floor and the HPER Pools). The Rental Fees for the Aggie Legacy Fields and ARC will not be waived. Events involving 50 people or more must follow the Large Event Reservation process listed below. In this case scheduling requests must be submitted at least 3 weeks in advance.

\*If your group is hosting a fundraiser or are charging people to participate in your event you have to pay for the space.

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### University Departments:

University Departments are permitted to schedule space based upon availability. Reservation requests must be submitted by the Thursday a week in advance of the event. To submit a reservation request please [click here](#) then select the University Department tab and choose the appropriate form. After submitting the reservation request form, you will receive an email confirmation with your reservation within 2 business days. Filling out the form does not guarantee your reservation; you must have an email confirmation in order to hold your event.

Service Fees will be waived for events where all participants are current students, faculty or staff (with the exception of the Aggie Legacy Fields, Full Fieldhouse Main Floor and the HPER Pools). The Rental Fees for the ARC Spaces will not be waived.

### Community / Large Event Reservations:

Community and large group reservations are subject to the availability of facility space. If an event meets any of the criteria below, USU Event Services must approve the group before the reservation will be finalized.

- Events hosted by an off-campus group or organization
- Events involving 50 people or more
- Events involving minors
- Events where food will be served.

To submit a reservation request please [click here](#) then select the Community / Large Event tab and chose the appropriate form. After submitting the reservation request form, you will receive an email with your tentative reservation within 2 business days.

Within a few weeks of submitting your request, USU Event Services will contact you to schedule a contract-signing meeting. During the contract-signing meeting, you will be asked to discuss the details of your event with USU Event Services, USU Campus Police, USU Risk Management, USU Parking, USU Campus Recreation and any other campus departments involved with your event. Once the contract-signing meeting has been held, the reservation will be finalized.

Service Fees will be waived for events where all participants are current students, faculty or staff (with the exception of the Full Fieldhouse Main Floor and the HPER Pools). The Rental Fees for the Aggie Legacy Fields and ARC Outdoor Spaces will not be waived.

Please note the following Event Services Policies:

*Off Campus Groups must submit their event services request form four (4) weeks in advance of the event and are required to provide a 1 Million/2 Million Event Insurance Policy at the time of contracting.*

*On Campus Groups must submit their event services request form at least three (3) weeks in advance of the event and are required to submit the Billing Index Number with the request.*

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### Activity Spaces:

*The Service Fees listed below will be waived for reservations where all participants are current USU students (with the exception of the HPER Pools and the Full Fieldhouse Main Floor). The Rental Fees for the Aggie Legacy Fields and ARC Spaces will not be waived. Please note that Supervision fees may apply to facility rentals.*

#### George Nelson Fieldhouse

##### *Multipurpose North Court*

- Maximum Capacity: 132
- Service Fee: \$15 per day
- Activities: Basketball

##### *Multipurpose Center Court*

- Maximum Capacity: 132
- Service Fee: \$15 per day
- Activities: Futsal & Pickle Ball

##### *Multipurpose South Court*

- Maximum Capacity: 132
- Service Fee: \$15 per day
- Activities: Basketball

##### *Indoor Track*

- Service Fee: \$15 per day
- Activities: Walking & Running

##### *Billiards Room*

- Service Fee: \$15 per day
- Activities: Billiards

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### *Health, Physical Education and Recreation Building*

#### *HPER 102 (Dance Studio)*

- Maximum Capacity: 64
- Service Fee: \$15 per day
- Activities: Fitness Classes & Dance Groups

#### *HPER 201 (Gym)*

- Maximum Capacity: 154
- Service Fee: \$15 per day
- Activities: Basketball, Volleyball & Badminton

#### *HPER 209 (Gym)*

- Maximum Capacity: 152
- Service Fee: \$15 per day
- Activities: Basketball, Volleyball, Badminton & Futsal

#### *HPER 211 (Multipurpose Room)*

- Maximum Capacity: 64
- Service Fee: \$15 per day
- Service Fee: Pickleball, Wrestling, Fitness Classes & Dance Groups

#### *HPER 215 (Dance Studio)*

- Maximum Capacity: 66
- Service Fee: \$15 per day
- Activities: Fitness Classes & Dance Groups

#### *HPER Racquetball Courts*

- 6 Courts
- Maximum Capacity: 16
- Service Fee: \$15 per day
- Campus Recreation does not reserve the racquetball courts for individual play. The schedule is posted on the stairs near the courts every Monday morning and online at [http://www.usu.edu/campusrec/rec\\_facilites/open\\_rec](http://www.usu.edu/campusrec/rec_facilites/open_rec). During regular building hours students, faculty and staff are welcome to play anytime a class or club is not scheduled.

## Facility Reservation Manual

### *HPER Pools*

HPER Pools are available for reservation based on facility availability. **Reservations must be made at least 3 weeks in advance of the event.**

#### *Large Pool*

- Maximum Capacity: 150
- See Pool Pricing Tables

#### *Small Pool*

- Maximum Capacity: 100
- See Pool Pricing Tables

Pool Pricing Table - 1 Pool		
Number of Patrons	Number of Lifeguards	Total Cost per Hour
1-25	2 guards	\$40 per hour
26-50	3 guards	\$60 per hour
51-75	4 guards	\$80 per hour
76-100	5 guards	\$100 per hour

Pool Pricing Table - 2 Pools		
Number of Patrons	Number of Lifeguards	Total Cost per Hour
1-25	3 guards	\$60 per hour
26-50	4 guards	\$80 per hour
51-75	5 guards	\$100 per hour
76+	6 guards	\$120 per hour

Groups with 101+ patrons must use 2 pools. Staffing costs will fluctuate depending on age, number of participants, and activity type. Campus Recreation reserves the right to determine the number of Lifeguards and Supervisors needed to staff the event. Special Events or Events with a large number of patrons may require additional Lifeguards as deemed necessary by the Campus Recreation Administration. Glass is not allowed in the pool (including the pool deck or spectator viewing areas).

Items available to add to pool reservations:

- Water Polo Goals: \$15
- Key Log Rental: \$25/hour
- Key Log Instructor: \$20/hour

There will be a cancellation charge (10% of the Facility Rental Agreement) for pool events cancelled with less than 48 hours' notice.

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### Aggie Recreation Center

#### *Gyms & Studios*

- Activity spaces in the ARC are scheduled primarily for open recreation and Campus Recreation classes and events.
- Tier 1 groups are permitted to reserve spaces in the ARC for meetings, practices or events.
  - Campus Recreation Staff will approve all submitted scheduling requests.
  - **Due to peak hours, scheduling requests are not accepted Monday- Thursday, 5:00pm- 9:00pm.**
- Student Clubs are welcome to use the activity spaces in the ARC during open recreation. When using the ARC during open recreation:
  - Activity spaces may be used during open recreation on a first come first serve basis.
  - Groups or individuals must welcome anyone that would like to participate.
  - Admission may not be charged for meetings or practices.



## Facility Reservation Manual

### Campus Recreation ARC Facility Rental Fees

Fitness Rooms	Tier 1	Tier 2	Tier 3	Room Capacity			
	Hourly rate	Hourly rate	Hourly rate				
3rd Floor Loft 2096 sf	\$25	\$35	\$50	100			
2nd Floor Spin Studio 868 sf	\$10	\$20	\$35	75			
2nd Floor Training Room 681 sf	\$10	\$20	\$35	50			
#Climbing Wall 1318 sf	Tier 1	Tier 2	Tier 3	<p style="text-align: center;"><b>Typical group size: 15-30</b> Large group should be coordinated with Outdoor Program</p>			
	Hourly rate per persons	Hourly rate per persons	Hourly rate per persons				
1 Hour Minimum - 4 Hour Maximum	\$5	\$5	\$5				
CLIMBING WALL NOTE: Prices negotiated based on group size and duration of stay							
Gymnasiums	Tier 1	Tier 2	Tier 3	Maximum Room Capacity	Maximum # of Court		
	Hourly rate	Hourly rate	Hourly rate		Volleyball	Basketball	Soccer
MAC (Multi-Purpose Court) 6630 sf	\$25	\$35	\$50	300	1	1	1
North Court 6615 sf	\$25	\$35	\$50	300	1	1	N/A
Middle Court 6615 sf	\$25	\$35	\$50	300	1	1	N/A
South Court 6615 sf	\$25	\$35	\$50	300	1	1	N/A

**Tier 1:** USUSA Clubs, Department Clubs and all USU Departments. All participants need to be affiliated with USU (Current Student or Staff/Faculty.)

**Tier 2:** Events hosted by USU Departments with participants who are not affiliated with USU

**Tier 3:** Community Groups (No affiliation with USU)

\*The first hour of rental will be free for **Tier 1** customers. After the first hour, an hourly rate will be charged. Climbing wall is excluded from first hour of rental for free. **Tier 2** and **Tier 3** will be charged from the beginning of the event.

\*There must be at least one basketball court available at all times for USU Student Open Recreation

\*The above rates include: The rental space, normal event and custodial staffing, and typical equipment needs. **Additional Fees** may apply for additional staffing and equipment needs or if there is extensive set-up or cleaning required.

\*Campus Recreation can provide up to 100 chairs and 20 tables that do not require floor covering to be laid.

*If floor covering must be laid, an additional fee of \$100 per court will be charged.*

\*\*Facility reservations that occur on the following **holidays will have a 15% increase** to that day's charges to cover staff holiday pay: New Years Eve, New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day and Pioneer Day (both the actual day and the USU observed day), Labor Day, Thanksgiving Day, Thanksgiving Friday and Saturday, Christmas Eve, and Christmas Day.

\*\*\*Reservation dependent upon if we have staff available to work your event.

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### *Outdoor Playing Spaces*

#### *Tennis Courts*

- Service Fee: No Charge
- The Tennis Courts are not scheduled in advance for individual play. The schedule is posted online every Monday morning at [http://www.usu.edu/campusrec/rec\\_facilities/open\\_rec](http://www.usu.edu/campusrec/rec_facilities/open_rec). Individuals are welcome to play anytime athletics, academic classes or events are not scheduled.

#### *Aggie Legacy Fields*

The Aggie Legacy Fields, referred to as the ALF, are lighted, multi-purpose outdoor recreation playing spaces. They are scheduled, managed and maintained by the Campus Recreation Department.

##### *ALF East*

- Rental Fee: See ALF & ARC Outdoor Spaces Rental Pricing Table (page 10)
- Activities: Soccer, Lacrosse, Baseball, Softball

##### *ALF Center*

- Rental Fee: See ALF & ARC Outdoor Spaces Rental Pricing Table (page 10)
- Activities: Flag Football, Rugby, Ultimate Frisbee

##### *ALF West*

- Rental Fee: See ALF & ARC Outdoor Spaces Rental Pricing Table (page 10)
- Activities: Flag Football, Rugby, Ultimate Frisbee, Baseball, Softball

### *ARC Outdoor Spaces*

The ARC Outdoor Spaces available to rent include the ARC Outdoor Basketball Courts, ARC Outdoor Sand Volleyball Courts and the ARC Outdoor North Patio. They are scheduled, managed and maintained by the Campus Recreation Department.

- Glass is not allowed on any of the outdoor spaces.
- No smoking, tobacco or alcohol is allowed.
- No pets are allowed.
- Grills are not allowed on the turf or sidewalk areas. Groups are allowed to bring grills to use on the grass just north of the Sand Volleyball Courts.

Groups are responsible for cleanup after the event. For additional post-event cleanup and/or other damages related to the event, groups will be charged for materials and an hourly labor rate of \$25 per hour. There will be an additional charge of \$25 for coal not properly disposed of.

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### *ARC Outdoor Basketball Courts*

- Two outdoor ½ court basketball hoops located on the east side of the ARC.
- Rental Fee: See ALF & ARC Outdoor Spaces Rental Pricing Table (page 10)
- Activities: Outdoor Basketball

### *ARC Outdoor Sand Volleyball Courts*

- Two outdoor sand volleyball courts located on the NE corner of the ARC.
  - East Court: Women’s height net
  - West Court: Men’s height net
- Rental Fee: See ALF & ARC Outdoor Spaces Rental Pricing Table (page 10)
- Activities: Sand Volleyball, Spikeball & other sand games

### *ARC North Patio*

- Rental Fee: \$15 per hour

*The Aggie Legacy Fields & ARC Outdoor Spaces Rental Pricing is based on a three-tier system.*

#### **Tier 1 First hour free and \$25/hour per space after first hour**

- USUSA Clubs
- Department Clubs
- USU Departments

\*All participants need to be affiliated with USU for Tier 1 (Current Student or Faculty/Staff)

#### **Tier 2 \$35/hour per space**

- USU Departments with participants who are not affiliated with USU

#### **Tier 3 \$50/hour per space**

- Community Groups (No affiliation with USU)

### **Charges:**

Rates vary depending on the facility. Please see the information under the heading “Activity Spaces” for specific information by location. Please note that Supervision and other fees may apply to facility rentals.

**Events held afterhours will require a Campus Rec Supervisor to be present at a rate of \$15/hour.**

## Facility Reservation Manual

### **Special Events:**

All groups are required to notify the USU Campus Recreation Scheduling Coordinator if they are bringing non-athletic equipment to the facility before their reservation start time.

For events scheduled during normal operation hours, Campus Recreation Supervisors will periodically walk through and provide general supervision for Campus Recreation activity areas.

Campus Rec recommends that the person and/or group reserving the facility provide an individual who is CPR and First Aid Certified to attend the event. If you do not have someone with these qualifications, Campus Rec can provide someone for an additional charge.

### **Damages:**

The organization, its officers and any individual applying to reserve space are responsible for the condition of the facilities during the time reserved. The organization and such persons shall be responsible for all damages and misappropriation by any guests, invitees or attendees. The organization shall reimburse USU Campus Recreation for any such damage or loss. No organization other than the reserving organization may use the facilities reserved. Excess charges for maintenance or custodial services will be forwarded to the reserving group; charges are incurred at the discretion of USU Campus Recreation.

### **Cancellations:**

Campus Recreation reserves the right to cancel the reservation if it conflicts in any way with the policies and regulations of the University regarding meetings on campus or if it violates any federal, state or local law. The right is reserved to change this reservation to other areas on campus with the understanding that, if possible, comparable facilities will be provided when a change is necessary.