

## Rec Sports Room & Equipment Reservation Process

### List of Rooms/Buildings available for use

- Main Corridor
- Multipurpose Court(s)
- Multipurpose Dance Studios
- Swimming Pool & Deck Area
- Games Lounge
- Child Watch Room
- Demo Kitchen
- Quiet Study
- Rec Sports Field
- Climbing Wall
- Pool Outside-Patio

### Procedures to utilize university space for events in the rooms/buildings above

Rec Sports Reservation Form must be completed and submitted a minimum of ten (10) business days prior to the date of requested event, program or activity.

All Student Organizations must follow the reservation process outlined by The Office of Student Engagement by filling out the [Request to Schedule an Event/Program/Sales/Solicitation](#) form. Once the form is approved the Student Organization will need to complete the Reservation Request Form for the Student Recreation Center.

Steps to follow:

1. Fill out the online reservation form and send
2. Schedule a site walk through with Rec Sports Assistant Director (Murray Grant).
3. Receive quote from Recreational Sports Department
4. Confirm reservation and finalize payment
5. Submit payment

### Rental Application Form for External Groups

All request should be submitted 14 days prior to event date.

Once the request is received the requestor will be contacted to schedule a walk-through of the area to ensure that the facility will appropriately accommodate the event.

Once the site is confirmed the requestor will then be sent a quote for approval\*.

Changes submitted less than 48 hours prior to the event may or may not be accommodated.

If additional custodial or maintenance services are needed the requestor will need to make those arrangements directly with the SSC Corporation on campus.

Removal of décor and/or anything that was not provided by the Rec Center will need to be first approved then taken care of immediately after the event.

Failure to do may result in additional charges to the renting organization.

*\*Note: the request is NOT APPROVED until the final quote is returned with an approval signature and payment method.*

**\*\* Note: the request is NOT APPROVED until the final quote is returned with an approval signature and payment method; which could be an IDO.**

## **Rec Sports Room & Equipment Reservation Process**

If additional equipment, space or rooms are needed for the event, come the day of the event an additional invoice will be sent with the additional associated charges.

Any request including alcohol, at the event, must be approved by the President's Office prior to event being confirmed.

### **Rental Application for Internal Groups**

All request should be submitted 14 days prior to event date.

Once the request is received the requestor will be contacted to schedule a walk-through of the area to ensure that the facility will appropriately accommodate the event.

Once the site is confirmed the requestor will then be sent a quote for approval\*\*.

Changes submitted less than 48 hours prior to the event may or may not be accommodated.

If additional custodial or maintenance services are needed the requestor will need to make those arrangements directly with the SSC Corporation on campus.

Removal of décor and/or anything that was not provided by the Rec Center will need to be first approved then taken care of immediately after the event.

Failure to do may result in additional charges to the renting organization.

Any request including alcohol, at the event, must be approved by the President's Office prior to event being confirmed.

### **Procedures to rent equipment or hire specialty personnel**

Rec Sports tables and chairs can be requested by selecting them from the External and External Rental Request Forms.

Prices for all items are listed on the form.

Any specialty personnel or external service provider must be agreed upon prior to the event reservation being confirmed.

### **Available Forms**

[Rental Application \(External\)](#)

[Rental Application \(Internal\)](#)

[Student Organization Request Form](#)

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*\*\* Note: the request is NOT APPROVED until the final quote is returned with an approval signature and payment method; which could be an IDO.*