



CAMPUS REC RESERVATIONS

Facility Rental Policies

Access

Campus Recreation staff have access to all facilities at all times.

Advertising

Any group wishing to advertise for their event or during their event must get approval from Campus Recreation. Failure to do so will result in any signage being taken down, or advertising groups being asked to leave.

Alcohol and Tobacco

Alcohol and tobacco products are not permitted at any Campus Recreation facilities. Use of these substances may result in the event being shut down.

Decoration and Material

Nothing may be hung, pasted, or affixed in any manner to the facility walls, doors, windows, or floors without prior approval from the Facility Reservations Coordinator. If you would like to have signs for your event, contact the Facility Services Coordinator to make arrangements. Balloons, confetti, glitter, fog machines, candles, incense, or other flammable materials are not permitted at any Campus Recreation facilities.

Equipment and Setup

Each room must be left in the condition in which it was found. Tables, chairs, etc. need to be returned to their original position. All Campus Recreation property is to be accounted for and left in the condition it was received. Moving equipment from one space to another

is not allowed. Cost for resetting moved furniture or misuse of Campus Recreation property will be charged to the reserving group. A variety of equipment, including sports equipment, is available for rent for an added fee. The equipment desired should be discussed prior to the event. Any last minute requests may or may not be accommodated, and if so, will be charged to the group post-event. For events with large setups, the space must be reserved for any setup and takedown time. Some events will require a meeting with the Facility Reservations Coordinator.

Facility Policies

General facility policies (found at rec.arizona.edu/facilities/facility-policies) must be upheld by groups at all times. If, for any reason, a group does not abide by the reservation and facility policies, their event may be ended early or canceled. In the event of such an occurrence, no refund will be given.

Fitness Classes

Outside fitness instructors are not allowed. All instructors must be Campus Recreation employees. To secure a fitness instructor for your event, please contact the Fitness and Wellness Coordinator.

Food and Beverage

Food and beverages must be approved through Campus Recreation. Outside food and beverages, with costs that do not exceed \$750.00, are permitted upon Campus Recreation approval. Anything above that limit must be approved through Arizona Student Unions.

Group Liability

The User shall provide and maintain insurance applicable to this event as follows:

1. Commercial general liability in the amount of: \$2,000,000 (Each occurrence)
2. Comprehensive automobile liability in the amount of \$1,000,000 (if applicable)
3. Workers' Compensation as required by statute and employer's liability in the amount of \$100,000 (if applicable)

The User will furnish certification of such coverage prior to the event, which names the Arizona Board of Regents on behalf of the University of Arizona and the State of Arizona as additional insured for the event. The certificate provided shall clearly establish that the coverage provided is primary and that any insurance carried by the University is excess.

These insurance requirements may be modified or waived only with the written approval of the University of Arizona Department of Risk Management and Safety.

Group liability insurance for events held in Campus Recreation facilities may be purchased through TULIP (<https://tulip.ajgrms.com>).

Inclement Weather

An inclement weather plan will be made prior to all outside events. This may include planning on delaying the event, rescheduling, or canceling. If there is lightning in the immediate area, all outside facilities must be cleared until the area is deemed safe per the Campus Recreation Emergency Action Plan.

Lost and Found

Campus Recreation is not responsible for personal items left or lost in any of the facilities. Any lost and found inquiries can be made at the Equipment Checkout desk in the Student Recreation Center.

Parking

Parking is not provided by Campus Recreation. Please contact Special Events parking at the University of Arizona Parking and Transportation department at **520-621-3710** for any questions regarding parking for your event. There is some general parking information on the Campus Recreation website as well.

Personnel and Security

Some events such as high risk or high occupancy events require security personnel. Only U of A police or other campus approved security companies may be used to satisfy security requirements. The cost of security personnel will be charged to the reserving group. UAPD can be contacted at **520-626-6728**. UAPD is responsible for determining the appropriate number of officers needed for the event, as well as invoicing.

Sound Amplification

When University classes are in session, sound amplification is only allowed from 12:00 pm-1:00 pm Monday-Friday and from 5:00 pm-7:00 pm Monday-Thursday.

No sound amplification is permitted after 7:00 pm Monday-Thursday except when authorized for official University activities.

Amplified sound is restricted to prevent unreasonable interference with or disruption to normal Campus activities, and in no event shall it exceed 85 decibels at the source. Sound on Sitton Field cannot exceed 70 decibels from 7th Street (right outside the field) due to neighborhood policies.

Tournament/Sporting Events

All groups holding a tournament and/or sporting event must abide by all facility and reservation policies. Campus Recreation is not responsible for officiating, scorekeeping, creating brackets, or running any part of these events. All equipment must be rented with prior approval from Campus Recreation. Campus Recreation will not provide equipment, officials, scorekeepers, or other materials without prior approval. Any participant who is ejected by the tournament officials or standards must also leave the facility.

Rental & Reservations Fees

Cancellations and No Shows

When a reservation is canceled within ten (10) calendar days of the reservation's scheduled date, a cancellation fee will be charged to the group. The fee varies depending on how far in advance notice was provided:

- Within 48 hours or no show = 100% of the total reservation invoice
- 2-6 day notice = 50% of the total reservation invoice
- 7-14 day notice = 20% of the total reservation invoice

Cleaning Fees

A Cleaning Fee will be charged to any group that does not leave the facility in the condition in which it was found. The fee will be assessed based on the amount of cleaning that needs to be done, ranging from \$25-\$250.

Conference Room Equipment

The conference rooms have audio/visual equipment included in the hourly rate. There is no additional fee to reconfigure the conference rooms into standard setups (theater, classroom, and conference layouts). All equipment must be returned in the condition in which it was found. Any damaged equipment will incur additional charges.

Equipment

In situations where an equipment request exceeds the quantity of equipment held by Campus Recreation, Facilities Management will be used to fulfill the remaining equipment needs. Prices charged by Facilities Management differ from those charged by Campus Recreation. Please refer to the Facilities Management website for additional information.

Improper Use Fee

The Improper Use Fee will be charged whenever a group uses a facility outside of specified parameters. This includes utilizing the facility in a manner which was not agreed upon in the Facility Use Agreement, a manner which could damage the facility, or using a facility not included in the reservation. Use of a facility not included in the Facility Use Agreement is also subject to the Surplus Time Fee.

Late Payment Fee

Payments are due on the date reflected on the invoice. Any payment received after this date will be late. The late payment fee will be charged for every calendar day that a payment is past due.

Reservation Fee

Reservation fees are assessed on an hourly basis for all Campus Recreation facilities. Reservations between eight (8) and twelve (12) hours in length qualify for the daily reservation rate. Reservations which exceed twelve (12) hours in length will accrue additional charges beyond the daily rate at the hourly rate. A University User is defined as an University of Arizona department or current student organization.

Staffing Fee

A Staffing Fee will be charged for all off-site events, field events, or large events. Events which occur outside of normal facility operating hours will be charged an additional Staffing Fee.

Surplus Time Fee

The Surplus Time Fee will be charged whenever a group uses a facility outside of the times specified in the Facility Use Agreement. Extraneous use will be charged to the group at the associated hourly rate. Groups are expected to conclude their events at the times agreed upon in the Facility Use Agreement.



**CAMPUS
RECREATION**