

# University of Wisconsin-Superior

## Campus Recreation and Athletic Facilities Scheduling Events and Procedures

The University of Wisconsin-Superior departments, recognized student organizations and external users may request reservations for the athletic facilities. Scheduling is dependent upon available space, impact to existing programs, and the scope and nature of the event itself. Campus Recreation assumes responsibility for scheduling of all recreational, athletic facilities and academics in the MWC. Some facilities have limited availability for reservation due to the large number of on-going programs and/or the high risk status of the facility.

### To Request Facilities:

1. A Facility Request form must be completed and submitted to the Campus Recreation Department. This form is available at <https://www.uwsuper.edu/recreation/forms/facility-use-form.cfm>
2. Deadlines for priority consideration are May 1 for the fall semester, October 1 for the spring semester, and February 1 for the summer semester. Once the academic classes, athletic games & practices and campus recreation events are scheduled. The rest of the requests after the deadline will be handled on a first come, first serve basis.
3. Requests received less than one week prior to the date of the event will be considered dependent on facility and personnel availability.
4. All special requests (ex. Equipment needs or field lines) for events need to be made 10 business days prior to event date (M-F 8am-5pm).
5. Facility requests for social functions or large sporting events must be submitted at least four weeks in advance to process work requests and notify facility users.

All internal and external users must observe University and System policies and procedures in conducting these events.

### Priorities in Scheduling Facilities:

1. Academics
2. Athletics
3. Campus Recreation
4. External users who reserve the facility

### Review and Notification

1. All requests will receive a written or electronic response.
2. Requests become confirmed upon completion of a written "Facility Contract," mailed, or e-mailed from Campus Recreation to the authorized representative of the requesting department or group.
3. Facility requests will be reviewed and confirmed one month after the deadline for each semester or on a first come first served basis after the deadline.
4. **Please note that a submitted request does not guarantee confirmation.**

## **General Guidelines for Usage**

1. The use of University facilities is a privilege, and participants are expected to be good citizens and respect the rights of others. Responsible conduct is expected and required. Individuals who engage in unacceptable behavior may have their access to facilities revoked or modified and/or subject to University disciplinary action.
2. The premises shall be returned in the same conditions as when taken. Abuse of University property will result in forfeiture of the facility use privilege, and in other University disciplinary action, if appropriate.
3. UW-Superior groups collecting money for tickets, donations, concessions, membership dues or other purposes must do so in accordance with established regulations.
4. Food and drink are permitted in activity areas only in strictly controlled circumstances. The use of cooking equipment (i.e. microwave ovens, camp stoves, grills) is prohibited unless approved through the department. All events involving catered food service must be approved by Campus Recreation.
5. Campus Recreation may require a protective cover to be put down on the main gym floor for events involving food and/or street shoes.
6. Special permission must be obtained to consume alcoholic beverages within Athletic Facilities.
7. Proper attire – non-marking close toed shoes and shirts must be worn in activity areas. Swim suits (no street clothes) must be worn in the pool.
8. Parking is extremely limited. Any special parking requests need to be arranged through university Parking Services.
9. Smoking or the use of tobacco products is not permitted in Athletic Facilities.
10. All advertising and posting of ads must be approved in advance by Campus Recreation.
11. Supervision of the facilities and events is the responsibility of Campus Recreation. Any necessary on-site decisions will be made by departmental staff.
12. All injuries or incidents must be reported to Campus Recreation staff and necessary forms completed.
13. In the event of inclement weather, Campus Recreation will render a decision on playability of fields. As facility space is limited, contingency plans are highly recommended for outdoor events and activities.

## **Fees**

1. Food and Drink (Water Only) are not allowed in the Fieldhouse. Anyone who violates this policy will be charged a \$100 fine (per violation).
2. Concessions may be requested but there is a \$250 minimum that the party who is reserving the facilities is responsible for. UW-Superior athletic events are excluded.
3. Facility use fees may be assessed for events conducted in certain facilities and those including non-University participants.
4. Depending on the scope of the event, a non-refundable deposit or full payment may be required at the time of the reservation.
5. Events requiring additional supervision or extended hours beyond normal operating hours will be assessed fees. Campus Recreation will determine whether additional supervision is needed.

6. Events requiring services such as custodial, set-up, take-down, and/or security will be assessed consistent with campus procedures.
7. Users that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately and may have reservation privileges suspended. Fees will be assessed for any damages to University facilities or equipment.
8. At the conclusion of the event, a transfer will be issued on the account number provided, or a final bill sent to the sponsoring department or group.