

Reservation Information

All requests for reservations must be made through the online [Reservation Request Form](https://urec.sa.ua.edu/reservation-request-form/) (https://urec.sa.ua.edu/reservation-request-form/). The Facility Operations Professional Staff will review all requests and determine the availability of the facilities. Certain fees and special arrangements may be required in order for the group to utilize the facility to hold its event. These fees and procedures are outlined below. Complete the online Facility Request Form to get started on your event request.

Request Process and Approval

Priority Reservation Deadline

All facility requests received by the priority reservation deadline established for the particular 4-month period will be ranked according to their assigned priority and the reception date of request. Facility requests received after the priority reservation deadline will be considered in the order in which they are received.

Fall Semester Reservations

The priority deadline date for reservations in September, October, November, & December is August 1st (or the next business day).

Spring Semester Reservations

The priority deadline date for reservations in January, February, March, & April is November 1st (or the next business day).

Summer Semester Reservations

The priority deadline date for reservations in May, June, July, & August is March 1st (or the next business day).

University Recreation reserves the right to schedule any and all events in advance of the Priority Reservation Deadline that are vital to the mission of University Recreation.

Request Deadlines

Requests from University Departments, Students and Student Organizations must be submitted at least two weeks (14 days) prior to the event date to be considered. Requests from Non-University Related Groups must be submitted at least three weeks (21 days) prior to the event date to be considered. All facility requests received after this period will be reviewed, and may be accommodated.

Certain fees, special arrangements, and/or special event permits may be required in order for the group to utilize the facility to hold the event. Information on requirements, fees, and special event permits follow. Note that deposits must also be received at the request deadline, 5 business days for Student Organizations /University Departments and 10 business days for Non-University Related Groups & Organizations. The event must be approved by the University Recreation, Professional Staff for the event to be scheduled.

Request Approval

University Recreation Professional Staff will review each reservation request as it is received. If the event is in compliance with the University policy and facility use guidelines; University Recreation will approve and schedule the event. Depending on the nature of the event, University Recreation may require a planning meeting to discuss details of the event. Please note that submitting a request does not guarantee confirmation. Confirmation of the reservation will be sent via email to the requesting group's event coordinator.

Requirements for Approval of Reservation

Facility Rental Agreement

Groups must complete the Facility Rental Agreement prior to approval of the event.

Special Event Permit (if necessary)

Recognized Student Organizations will be required to obtain a Special Event Permit through the SOURCE. Other groups may be required to obtain Grounds Use Permit depending on the details of the reservation. Additional permits such as food permits, vendor permits, or inflatable permits may be necessary in addition to the Grounds Use Permit.

- [Student Organizations SOURCE information](https://thesource.ua.edu/event-smart) (https://thesource.ua.edu/event-smart)
- [Grounds Use Permit](https://uafacilities.ua.edu/grounds-use-permit/) (https://uafacilities.ua.edu/grounds-use-permit/)

University Contract (if necessary)

University Related Groups and Non-University Related will be required to review and sign a contract for use of any University Recreation facility. Other classification groups may be required to review and sign a contract depending on the details of the reservation. Additional permits such as food permits, vendor permits, or inflatable permits may be necessary in addition to the contract. Representative from University Recreation Professional Staff will attempt to notify the requesting group of any additional permitting or contractual issues.

Insurance Requirements

Subject to the exceptions described in this Policy, all outside non-University organizations or individuals hosting events and/or conducting operations at the facilities or on the grounds owned or operated by the University must provide evidence of comprehensive general liability insurance and may also be required to offer evidence of automobile liability and workers' compensation insurance.

Where the financial exposure is deemed either insignificant or more significant, the University will review the proposed operation or activity and may require or make adjustments to the insurance requirements to fit the situation.

This Policy does not apply to University-sponsored open public events such as scheduled sporting events (including pre/post game activities) and other University-sponsored events unless an outside non-University organization or individual will provide a service or conduct some form of activity which poses an increased risk not typically associated with events which are social or educational in nature and which may include the routine consumption of food and beverage.

General Insurance Requirements

Unless adjusted or waived by the University, outside non-University organizations and individuals must obtain and maintain in force for the duration of the event or activity the following insurance coverages:

Commercial General Liability (“CGL”)

Each Occurrence – Premises/Operations & Personal Injury	\$1,000,000
General Aggregate	\$2,000,000
Fire Damage Liability	\$100,000

Use of Facilities by Minors

Children under the age of 19 may not use the facility unless a waiver form has been completed by a parent or legal guardian. In addition, proof of proper insurance must be provided for any event involving children under the age of 19. Please consult the University Recreation Professional Staff for specifics on how to obtain these waivers.

Approved and Prohibited Activities

All outdoor field and court spaces are available only for recreational activities, unless special approval is granted. All planned activities must be approved during the reservation process by a member of the University Recreation Professional Staff. Approval of new or additional activities at the facility is not permitted.

Prohibited activities include non-sport-related activities such as concerts and related events that require a stage or other heavy equipment. Sport activities that may cause significant damage to the fields such as golf are also not permitted. Any activity involving water such as a slip-and-slide or water olympics and water balloons are not allowed. Skateboarding and biking is not permitted on court surfaces. Bubble Soccer is also a prohibited activity as it’s been deemed “unsafe” by the University. Additional activities may be not permitted due to safety considerations and risk management guidelines.

Space may be available to host events such as festivals, picnics, and other approved activities that are not permitted on our traditional field and court spaces.

No group or organization may release space to another individual or group. Reservations for space are group or event specific and may be changed only by The University of Alabama, University Recreation Department. University Recreation must approve the method of placing decorations, exhibits, or displays in recreation spaces and outdoor fields.

Group Representative Responsibilities

The person(s) representing the group that will be reserving any University Recreation facility shall be responsible for informing all participants, group members, and spectators. Failure to adhere to the rental agreement and facility policies and procedures by any person(s) associated with said group may result in an immediate termination of the reservation. Should the event be terminated any and all fees and deposits will be forfeited by the group.

NOTICE: Groups found in violation of any provisions in the facility rules, policies, and procedures are subject to immediate termination of the event, suspension of future reservation privileges, forfeiture of

all deposits and fees, and further actions by the University Recreation Department, Dean of Students, Student/University Judicial Board, and/or University Guest Services.

Equipment Rental / Checkout

The group or organization reserving the space is responsible for making arrangements for any special service or equipment through the appropriate campus program departments. University Recreation has a limited amount of sports equipment available for check-out. Groups should inquire about the availability of equipment at the time the facility reservation is made. A fee may be associated with the checkout of equipment and/or materials.

Non-Refundable Deposits

Event Deposit

Due at Request Deadline Date or Reservation is Subject to Cancellation

Student Organization, 25% of the total cost of the reservation, non-refundable deposit due 5 business days before the event.

University Groups & Departments, 25% of the total cost of the reservation, non-refundable deposit due 5 business days before the event.

Non-University Related Groups & Organizations, 50% of the total cost of the reservation, non-refundable deposit due 10 business days before the event.

Failure to Pay the Deposit by the Appropriate Date Will Result in the Cancellation of the Reservation

For purposes of reserving and invoicing, the definition of one (1) hour is as follows:

1 Hour = 1 to 60 minutes. Hours will be counted in whole increments (i.e. 1 hour and 25 minutes = 2 hours of reservation time).

Additional Fees

Supervisor Fee

University Recreation will employ a facility supervisor(s) for all facility reservations to assist with facility issues and in emergency situations. University Recreation reserves the right to determine the number of facility supervisors assigned to a particular event depending on the nature and scope of the event.

- University Groups & Organizations, \$10.00 per Supervisor per hour
- Non-University Related Groups & Organizations, \$15.00 per Supervisor per hour

Athletic Training Coverage

Sports medicine services may be required at the expense of the reservation holder at the discretion of the University Recreation Professional Staff and Drayer Clinic Manager.

Security Personnel

Depending on the scope of the event, user groups may be responsible for providing security for the event. This determination will be made by the University Recreation staff in conjunction with the UAPD Police Department as a part of the event approval process.

Field Setup & Setup Fees

University Recreation staff may be able to set the fields up for the event depending on the timing and nature of the event. If painted or chalked field lines are requested, University Recreation will provide the labor and materials at a cost to the group only if the field paint or chalk does not interfere with intramural or sport club events previously scheduled and the University Recreation maintenance staff is available to provide such service.

Facility/Fields Clean-up

For events that include a large number of attendees, University Recreation may assess a custodial fee. University Recreation reserves the right to determine the number of custodians assigned to a particular event depending on the nature and scope of the event.