

## Rental of space within the Student Recreation Center

1. The Student Recreation Center is primarily scheduled and programmed for the purpose and mission of the Department of University Recreation. These activities include; Informal Recreation, Intramural Sports, Sport Clubs, Fitness Services, Group Exercise, Discovery Series and Outdoor Recreation. The staff of University Recreation will take requests on a case-by- case basis for reserving space.
2. Reservation requests will be assessed on availability, impact on facility, displacement of patrons and type of activity. University Recreation staff reserves the right to deny a request based on any of the above items.
3. Fees will be assessed in accordance with the current rental fee structure.
4. University Recreation will approve all signage, promotional material, and literature pertaining to a scheduled event, prior to use and distribution. Any event specific banners or signage must also be approved and be taken down the day after the event.
5. University Recreation must approve all requests for use of the lobby area for information dissemination and/or promotion of a program, academic research, event or group.
6. No solicitation or campaigning may occur at the University Recreation Complex. This includes the Fields Complex, Tennis Courts, Outdoor Pool Complex and the Student Recreation Center. The only exception is sidewalk chalk for University elections, per the policies and procedures outlined in the Student Handbook. This includes any type of signage.

## RESERVATION PROCEDURES

1. University Recreation maintains functional responsibility of the Multi-Activity Room (MAR) at the Student Recreation Center (SRC). University Recreation establishes all policies for rental and reservation of the MAR in accordance with University of Alabama, Division of Student Affairs and Board of Trustee regulations and policies.
2. ***For Reservations, contact: Darrell Hargreaves at 348-5143.*** Policies and procedures for renting this space can be found on the University Recreation website at: <http://urec.ua.edu/facilityusage.cfm> All fees for reservations are available at this site.
3. University Recreation reserves the right to deny a reservation based on schedule availability or with reasonable justification that the intent of the use of the MAR is contrary to the mission of University Recreation, The Division of Student Affairs or The University of Alabama.
4. Reservations will be taken on a first-come, first-serve basis. Priority will be given to Student Organizations, University Departments and University functions. Community groups may reserve the MAR, but can only make a reservation one month in advance.
5. Any large scale or after hours events will require a representative from the organization to meet with the Event Coordinator.

6. **Registered student organizations, duly acknowledged by the Dean of Students Office, will be allowed access to reserve the MAR.** Contacting and consulting the Dean of Students Office will resolve disputes as to the validity of an organization being registered with the Dean of Students Office. Prospective student groups with “provisional” status are limited to use of the MAR up to three (3) times within a given semester after submitting the form, permission to publicize meetings for membership recruitment and to complete the registration process, and pre-registration advising form from the Dean of Students Office concerning organization and registration participation in “Get on Board Day”. Please note that prospective student groups may meet at the MAR for organizational purposes only and do not receive standard privileges of organizational events or soliciting funds until organizations complete the registration process. Declarations of Intent are valid for one (1) calendar year from the date received by the Dean of Students Office.
7. An active member of the organization must initiate the reservation request. No student organization may reserve the MAR during the five (5) day period immediately preceding the beginning of final exams for the fall or spring semester or during the two (2) day period preceding final exams of the summer term or during the week of finals.
8. The individual (on behalf of the registered student organization) making the reservation(s) assumes all responsibility for the event. Registered student organizations are not allowed to transfer or “sublet” reservations to other individuals, departments, or student organizations. Registered student organizations participating in such actions will have all reservation privileges (including existing reservations) suspended for a six (6) month consecutive period, not including interim, summer or break periods.
9. University Recreation reserves the right to verify the identification of persons making reservations by asking for valid photo identification or other forms of identification.

## **RESERVATION TIME FRAMES**

Please note that the time frames listed below are guidelines. **Requests may not be able to be accommodated if adequate notice is not received; additional fees may also be incurred.**

- **1 month prior to event plus meeting with Event Coordinator:**
  - Building hour extension
  - Need for Security (to be arranged by registered student organization)
  - Request for snacks, food or catering
  - Request for and use of alcohol
  - Use of own audio-visual or sound amplification equipment
- **5 (five) working days notice for:**
  - Audio-visual requests
  - Room set-up requirements
- **2 (two) working days notice for:**
  - Cancellation or changes of audio-visual equipment
  - Changes in room configuration or table and chair placement
- **1 (one) working day notice for:**
  - Cancellation of regular meeting rooms
  - Cancellation of equipment
  - Cancellation of furniture set-up

## **RENTAL FEES**

\$75 for Student Organizations, \$100 University affiliated groups, \$175 for Community groups. All prices are for 3-hour event blocks, additional charges will occur hourly after 3 hours.

\$20 per hour for after hour's rental (building manager costs)

*Other applicable fees that may be accessed:*

Audio-visual access\*, security, cleaning, damages

\* Audio-visual equipment includes LCD projector, CD/DVD Player, Projection Screen, Sound Speakers, access tray for lap-top plug-in. Laptops are the responsibility of the renting organization.

## **PAYMENT SCHEDULE**

All payments must be made in complete 72 hours prior to the event. Failure to do so can result in cancellation of reservation. University Recreation staff will be notified for opening and closing the MAR based on payments received.

## **SPECIAL FACILITY CLEANING**

It is the responsibility of the event organization to leave the MAR in its' original condition. Facilities that require special cleaning will be cleaned by University Recreation and charged back to the event organization at a rate of \$25.00 per hour for each staff person required for cleaning with a minimum of one (4) hour per person. Special cleaning include but are not limited to clearing of excessive trash, boxes, pamphlets, and other event supplies, removing flyers, posters, directional signs, anything affixed, attached, or sprayed on windows, doors, and walls, and cleaning up spills and leftover food. Photos of the room prior to cleaning will be used to verify requests for special cleaning fees. All fees must be paid in advance of any additional reservation requests or to proceed with existing request.

## **DAMAGE TO FACILITIES**

It is the responsibility of the event organization to leave all facilities used in their original condition. Facilities that require repair due to damage by event hosted by organization will be repaired by University Recreation or licensed contractor contracted by University Recreation. All charges for repair will be charged back to the event organization. A pre and post event walk-through will be done to account for any damages. All fees must be paid in advance of any additional reservation requests or to proceed with existing request.

## **ROOM SET-UP ARRANGEMENTS**

Room set-ups are available for non-"as-is" events and may be requested by organizations. Set-up requests must be submitted to University Recreation at least five (5) working days prior to the event.

## **AUDIO VISUAL EQUIPMENT**

University Recreation offers time to review your presentation ahead of time with one of our computer technicians. Please contact University Recreation at 348-3994 for a time to review your presentation. Organizations who wish to use their own audiovisual equipment must notify University Recreation at least seven (7) working days in advance. An equipment test may be necessary for outside equipment to ensure compatibility, and must be scheduled prior to the event. The use of outside equipment may be denied depending on the nature of the equipment and its' possible impact on the rest of the Student Recreation Center facility. University Recreation assumes no responsibility for equipment brought into the facility. Any damage done to the audiovisual equipment will be the responsibility of the renting organization.

University Recreation may be unable to accommodate all of the AV requests for your event. Due to some intricate AV needs, we may recommend that you book Event Technology for your AV requests. Booking the Event Technology department is outside the scope of the University Recreation services. You may contact them at 348-0481.

## **FOOD & BEVERAGES**

Bama Dining Services/Classic Fare Catering operated by Aramark is available for catering needs. Organizations may use outside catering agencies if they wish. The University of Alabama approved food vendor list can be found at: <http://financialaffairs.ua.edu/riskmgmt/information/approved-caterers.pdf>. Registered student organizations are allowed to bring in snack food and beverages to organizational meetings.

The student group must provide all incidental items (paper plates, tableware, tablecloths, napkins, and cups). Classic Fare Catering can provide these items for a charge if requested in advance.

The uses of appliances that require an electrical supply (coffeepots, crock pots, etc.) are not permitted.

No food preparation is allowed in the MAR.

Rooms must be left in the condition they were found. All trash must be placed in the trash bags provided by University Recreation staff. Additional trash bags can be obtained from the University Recreation staff within the Student Recreation Center. Organizations that fail to follow the above guidelines may have their privileges revoked by University Recreation.

Any required clean-up related to food and beverage service will be charged back to the organization at a rate of \$25.00 per hour, per staff person required, with a one (4) hour minimum.

Any organization bringing in its own food or beverages in violation of these policies may lose their right to meet in the MAR.

## **SECURITY FOR EVENTS**

University Recreation, the Dean of Students Office or UAPD may require uniformed security officers to be present at an event. The scheduling and expense is the responsibility of the organization. The current rate is \$40/per hour/per officer. UAPD and University Recreation will determine the number of officers needed for the event.

The organization may be required to provide persons to check for valid UA Action Cards.

If security requirements are not completed, the event will be canceled.

## **ROOM CAPACITIES**

The MAR capacities for occupancy are based on the following types of room set-up and use:  
No allowance for exceeding these capacities is available.

Seated (with tables and chairs) Banquet: 120

Reception or dance (no tables & chairs): 200 (University Recreation does NOT supply tablecloths for round or rectangular tables. The registered student organization will be responsible for these items.

Theatre/auditorium seating: 175

## **USE OF SIGNS AND DECORATIONS**

*Decorations and signage may be used as indicated below:*

1. Directional signage for events may be posted outside the SRC on the same day as the event. All entrance to the MAR will occur from the exterior doors located on the north side of the SRC. Decorations and signage, including flyers and posters may not be affixed to windows or walls.
2. Only masking tape may be used to affix event signage to directional arrows. Tacks, nails or non-masking tape is not permitted.
3. It is the organization's responsibility to remove all decorations and signage, including tape. Damage to facilities due to postings of decorations or signage will be repaired by University Recreation and charged back to the event organization.
4. Decorations and signage must not obstruct entrances or fire exits.
5. Candles, incense, and fire are not permitted. No glitter, sparkles or small confetti may be used. No smoke machines are allowed. Waterfalls, fountains or pools are not allowed.
6. No decoration materials of any kind are to be attached to the interior walls, doors, doorframes, draperies, light fixtures, columns or ceilings.
7. Taping, tacking, nailing or gluing decorations is strictly prohibited.

## **INSURANCE REQUIREMENTS**

The Office of Risk Management's function is to ensure the University has the appropriate insurance coverage to protect the University, its employees, students and the visitors to our campus.

A Certificate of Insurance Coverage may be required for events on campus, such as blood drives, campus tours, concerts, etc.

If you have questions about or need information regarding insurance requirements, please contact the Office of Risk Management at 348-4534.

## **RESPONSIBILITY**

The organization is responsible for all charges, fees, and any damage resulting from a member of the organization or from anyone attending the event.

The organization will be assessed the full replacement cost for any damaged furniture, fixtures or other items of the MAR.

Users of departmental facilities or grounds must abide by University regulations and Federal, State and local laws. Failure to do so may result in the cancellation of future reservations and/or restriction of use of University Recreational facilities.

Consistent with The University of Alabama Board of Trustees policies, no organizations (unless approved in advance) will be allowed to use University and State Resources or property for or on behalf of any political candidate, campaign or organization or for any contribution or solicitation to any political campaign or organization.

## **EXCEPTIONS**

The University Recreation Director/designee, unless governed by law or University Policy may make exceptions of these policies.

