

Texas A & M University – Corpus Christi Sport and Recreation Facility Scheduling Events Policies and Procedures

Texas A & M University – Corpus Christi departments and recognized student organizations may request reservations for special events. Scheduling for such events is dependent upon available space, impact to existing programs, and the scope and nature of the event itself. Recreational Sports assumes responsibility for scheduling of campus sport and recreation facilities. 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, signed and submitted to the Recreational Sports Department, Field House 104.
2. Deadlines for priority consideration are April 1 for the fall semester, October 1 for the spring semester, and February 1 for the summer semester. Once academic classes are scheduled, requests received after the deadlines will be handled on a first come, first served 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.**
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.

Recognized Student Organizations and University Departments must observe University and System policies and procedures in conducting these events.

Review and Notification

1. All requests will receive a written or electronic response.
2. Requests become confirmed upon completion of a written “Facility Request Confirmation,” mailed, or emailed from Recreational Sports 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 deadlines.
4. Please note that submitting a 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 be subject to University disciplinary action.
2. The premises shall be returned in the same condition as when taken. Abuse of University property will result in the forfeiture of the facility use privilege, and in other University disciplinary action, if appropriate.
3. 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 catered through ARAMARK, University Dining Services. Recreational Sports may require a protective cover to be put down on the main gym floor for events involving food and/or street shoes. All food, trash, etc. must be removed and properly disposed of at the end of the event. Special permission must be obtained to consume alcoholic beverages within sport facilities.
5. 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.
6. Smoking is not permitted in University sport and recreation facilities.
7. All advertising and posting of ads must be approved in advance by Recreational Sports.
8. Supervision of the facilities and events is the responsibility of Recreational Sports. Any necessary on-site decisions will be made by departmental staff.
9. All injuries or incidents must be reported to Recreational Sports staff and necessary forms completed.

10. In the event of inclement weather, Recreational Sports 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. Facility use fees may be assessed for events conducted in certain facilities and those including non-University participants.
2. Events requiring additional supervision or extended hours beyond normal operating hours will be assessed fees. Recreational Sports will determine whether additional supervision is needed.
3. Events requiring services such as custodial, set-up, take-down, security will be assessed fees consistent with campus procedures.
4. 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.
5. 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.

Minors and Camps

1. Children (and camp participants) must be supervised at all times.
2. Children are not eligible to use weight and cardiovascular equipment.
3. Camps must provide 1 counselor for every 10 campers ages 4-12 and 1 camp counselor for every 15 campers ages 12 and above.
4. Recreational Sports will provide training to camp staff using sport and recreation facilities. Topics covered are facility orientation, equipment use, emergency procedures, and facility use guidelines.
5. Camps must provide a schedule of activities (times and locations) along with the facility request form.

Waivers

Liability waivers may be required from participants prior to using the facilities by the Department of Recreational Sports.

RESPONSIBILITY FOR FACILITY USE OF USER GROUP

The user will be responsible both financially and otherwise for set up, clean up, injuries, supervision and any liability incurred during the use of sport and recreation facilities.

I understand that participating in recreational activities involves certain inherent risks of personal injury. The use of equipment, facilities, and premises of Texas A&M University-CC by persons participating in recreational activities shall constitute acceptance of that risk regardless of the nature of the injury. I agree that the university, its officers, employees and agents shall not be liable for any injury loss or damage sustained or suffered by persons participating in recreational activities at the university, whether caused either directly or indirectly by the negligence or fault of Texas A&M University-Corpus Christi, the Department of Recreational Sports, its officers, employees or agents. I understand further that Texas A&M University-Corpus Christi does not carry insurance covering individuals using the recreational facilities and that individuals not having health coverage are strongly advised to acquire health insurance before subjecting themselves to possible injury.

I understand and agree to abide by the policies and procedures as listed above. I also understand that any non-compliance and/or non-cooperation with these policies may result in loss of scheduling room/facilities for future meetings or events.

Signature

Date

Recreational Sports does not accept responsibility for lost or stolen property or injuries sustained while participating.