



## Facility Reservations and Policies

### Reservations:

Facility reservations are processed by the Facilities Scheduler in the Recreation & Wellbeing office located in the Student Recreation Center. All facility reservation requests must be submitted using our online form (see link below) and made a minimum of 10 days prior to the event.

Recreation & Wellbeing reserves the right to reassign and schedule its facility reservations based on consideration of academic programs, campus activities, institutional and departmental priority events, group size, event scope & weather/ facility conditions. In such instances, every attempt will be made to include the client in the discussion and provide timely notice.

### Getting Started:

How do I rent or reserve Recreation & Wellbeing outdoor facilities?

- Online Request form: [https://uidaho.co1.qualtrics.com/jfe/form/SV\\_38IUXIZOm0FWb1H](https://uidaho.co1.qualtrics.com/jfe/form/SV_38IUXIZOm0FWb1H)
- Questions can be directed to: [recwell@uidaho.edu](mailto:recwell@uidaho.edu) or 208-885-2204

Approval of facility spaces is dependent on priority scheduling, availability, impact to existing programs, scope of event, weather/ facility conditions and submission date of the request. Reservation requests submitted three weeks or more prior to the event take priority.

### Priority Use:

*Outdoor Spaces are prioritized in the following order:*

- University Academic classes
- Recreation & Wellbeing Programs
- University of Idaho Departments (ASUI Organizations; Athletic Practices, Housing)
- General Public

*The Multi-Activity Court (MAC) is prioritized in the following order:*

- Recreation & Wellbeing programs/ activities
- Student organizations: Greek residences, ASUI clubs, residence halls, Sport Clubs, etc.

### Submitting an online facility reservation form:

*Information needed when submitting a reservation request:*

- Requestor's name, title, email & phone along with a second contact's name & phone.
- Group/ organization's name
- UI index # & group advisor (if affiliated with the UI)
- Event Name, description & planned activity
- Facility requested, preferred dates and times including set-up and tear-down
- Number of participants and spectators expected
- Event needs/ information including:
  - o Parking, road closures, tables, chairs, painted lines on fields
  - o Will there be food or vendors?
- Recreational/ Athletic equipment needs including quantity

### *A complete reservation requires*

- Signed Facility Use Agreement
- Certificate of Insurance for Certificate Holder
- Payment

### **Field Policies:**

- Use garbage cans. Clean up after your program. "pack it in... pack it out"
- Do not paint lines on fields unless authorized by Recreation & Wellbeing professional staff.
- No motor vehicles on fields.
- Do not dig on fields for any reason.
- No golfing or activities that will compromise the field surface.
- Any portable toilets must be put on hardscapes.
- Do not drink water from sprinklers. The water is effluent.
- In the case of inclement weather do not use fields, IE: Standing water, snow, soft turf. Using the fields in these conditions causes great damage.
- Be respectful of other users.
- Authorization of field use does not include bases, goals, watches, bats, or any other equipment. Recreational/ athletic equipment requests from Recreation & Wellbeing must be included in your facility reservation form, otherwise you can supply items on your own.

### **Tennis Court Policies:**

- Rules of tennis court etiquette must be observed by all participants, IE: closing gates, entering the court between points, etc.
- Courts may only be used for their designated purpose. No skating activities permitted on tennis courts, IE: skateboarding, inline skating, etc.
- Participants are encouraged to play doubles when courts are crowded.
- Proper shoes are required, no cleated shoes or shoes that leave marks.

### **Multi-Activity Court (MAC) Policies & Information:**

#### *Reservation Policies:*

- Each individual of the program/ organization MUST use their Vandal Card to access the MAC through the SRC turnstiles. Part-time students with their Vandal Card & without SRC access will be granted access for the event (Program/ organization primary contact must provide the student name/s & ID #/s of part-time students prior to the event date).
- Student groups/ organizations are limited to 2 reservations totaling 4 hours per week during the academic year. Special arrangements for additional time/ days may be available and must be approved by the Associate Director of Facilities and Operations.
- No shows (per academic year):
  - o 1<sup>st</sup> offense is a freebie
  - o 2<sup>nd</sup> offense results in cancellation of 1 month's reservations
  - o 3<sup>rd</sup> offense results in cancellation of all future academic year reservations
- Reservations will be limited to two hours on weekdays and 4 hours on Saturdays during the academic year (excluding breaks).
- Minimum of 1 hour breaks between reservations required to provide ample drop-in recreation time.

#### *Reservation Times available:*

- Reservation availability for the MAC changes frequently. Please check with the Facility Scheduler for specific days and times the MAC may be available for reservations.

- Facility Scheduler email & phone: [recwell@uidaho.edu](mailto:recwell@uidaho.edu) or 208-885-2204

*Additional MAC policies:*

- Food & drink is prohibited in the MAC other than water stored in a closable container.
- Indoor skates only (no braking allowed).
- All hockey participants must wear a helmet, gloves and shin pads.
- Non-contact play required.
- High sticking and rough play prohibited.
- Report all accidents to the Information desk.
- No spitting or chewing gum.
- Wear clean shoes (no cleats).
- All children under 18 must be supervised by an adult/s and be a part of the event.
- No unattended children (under 18) allowed.
- Authorization of MAC use does not include equipment or other facility spaces. Equipment may be available and must be reserved through the facility scheduler (fees may apply).