



## Reservation and Rental Policy - Updated October 1st, 2024

### Groups

- Student Organizations and USA Department Rate: 75% of participants are currently enrolled students and/or currently employed with USA.
- SRC Member Pricing: Event/space is being utilized by a member of the Student Recreation Center.
- SRC Member Host Pricing: Member is making the rental request on behalf of a non-member/non-affiliated person as defined by the [University Community Reservation](#) policy.

### Attendance and Attendees

All persons who enter the SRC for a specific event will be called Attendees. However, attendees can be broken down into Participants, Spectators, and Event Workers.

- Participant: anyone engaged in the activity of the event
  - For example, if the event is a speaker presentation, a Participant would be anyone who shows up to the space. But if the event is a basketball tournament, a Participant is anyone who is playing in the tournament.
- Spectator: anyone who attends the event but is not engaged in the activity of the event
  - For example, if the event is a basketball tournament, a Spectator would not be playing but would just be watching the tournament.
- Event Workers: anyone who is involved with putting on and hosting the event
  - This would include anyone with the reserving organization or volunteers needed to run the event.

Event pricing will be based on who the Participants are and how many there are as well as the association of the Event Workers. Capacity requirements and extra staffing necessities will be based on the total number of Attendees (Participants, Spectators, and Event Workers) and is called the attendance for the event.

- Participants or Spectators who are minors must be accompanied by their legal guardian. Legal guardians who are not Participants would automatically be considered a Spectator.
- Guest lists or allowed attendees list will be submitted at least three business days prior to the event.
- SRC: All participants/attendees will check-in with the front desk of the Student Recreation Center.
  - Students will need to swipe in via their Jag Card or entering their Jag Number.

- Employees will need to show their Employee ID if they are not members of the Student Recreation Center. Otherwise, they can swipe in or enter their Jag Number.
- All other guests will need to sign-in at the front desk.
  - Guests not listed prior to the event can be subjected to the guest fee of \$10 per guest. (Students and members of the SRC are limited to 2 guests per day)

## Personal Items

- The DCRW strongly encourages members to lock up personal items in the daily use lockers (it can be a personal lock).
- The DCRW is not responsible for stolen personal belongings within the facility or its grounds.
- If an item is lost or stolen, contact the Facility Operations Coordinator on duty or find a DCRW staff member to assist you.

## Pricing

- [Areas available for rental and pricing](#)

## Facility Scheduling Priorities

In order to meet the varied educational and recreational needs of the campus, a scheduling priority system has been established by the Department of Campus Recreation and Wellness (DCRW). All DCRW facility requests must be submitted online through the Rental Request Form and require approval from the department. Different indoor recreational spaces may have different scheduling priorities based on their intended use and funding base. DCRW is committed to supporting drop-in recreational opportunities. Facility scheduling requests will be limited during peak hours of facility usage. Appropriate fees will be assessed for groups securing recreational facilities for events (both internal and external). The priority list below is representative of recreation facilities on campus. Priority is viewed over time throughout the entire facility and may change depending on time of day, day of week, or time of the semester. Reservations have a better chance of being accepted the further out they can be scheduled.

- **Priority One:** Drop-in/open recreation use for all students/members.
- **Priority Two:** Formal programs administered through the DCRW. This would include aquatic, fitness, wellness, intramurals, department sponsored special events, and summer camps.
- **Priority Three:** Other student and University group usage including but not limited to student organizations, academic classes/programs, University departments, special events, and varsity athletic practices and competitions.
- **Priority Four:** External group usage, hosted by a student organization, university department, and/or SRC Member.

The following criteria are used in rendering decisions to approve or deny facility scheduling requests:

- Impact to existing programs and available spaces
- Scope and nature of event
- Type of reservation group
- Appropriateness of the activity or event
- Compatibility of the activity and the facility in which it will be conducted
- Previous experience with similar events
- Groups ability to meet all requirements relative to usage policies and procedures, facility usage, and event management charges
- Availability of required personnel
- Recurring events are evaluated on a monthly basis

## Forms and Processing

- Facility requests can only be made by completing the Rental Request form [found here](#) and on our website. Facility rental requests are processed in the order in which they are received.
- The DCRW reserves the right to decline facility usage for any name/organization submitting a facility rental request.
- All approved facility rental requests will be associated with a rental fee indicated in writing via email and an electronic invoice to be forwarded to the person in charge of the rental request.
- University Departments must make payment via departmental transfer. FOAPAL number will be forwarded in email confirmation.
- It is the responsibility of the name/organization/department listed on the request form to pay all rental fees in full prior to the start of the event.
  - Student organizations and SRC Members must pay online via our membership portal.
  - Log-in information for student organizations will be shared in the confirmation email.
- Facility rental requests will be approved or denied via email within five business days of submission, pending additional information needed from the person in charge of the event.
- Any specific set up needs not conveyed prior to confirmation may not be accommodated and can result in the cancellation of the requested event.
- **Please do not send advertisements until you have received confirmation of approval.**

## Food & Beverage

- Aramark has exclusive catering rights to the University. Aramark may, at its sole discretion, provide written permission to organization/individual to bring their own food and/or beverages provided it is not catered by a third party.
- In the event Aramark allows a sponsor to bring food and/or beverages not

catered by Dining Services, the sponsor will be responsible for and will hold harmless and indemnify the University, its officers, trustees, servants and assigns, from any and all liability resulting from the serving of such food and/or beverage. Alcoholic beverages are not allowed in the Student Recreation Center or any DCRW facility.

- Please refer to Policies by Area for more information regarding specific areas.

## Area Day and Time Restrictions, Policies by Area

### Student Recreation Center

- Classroom
  - The SRC Classroom is available for reservation during regular building hours.
  - Recurring events are evaluated on a monthly basis.
  - [Bookings should be made here](#) before 4pm.
  - Organizations with non-USA students and/or others should provide a list of names for check-in at the SRC Front Desk. Failure to do so will result in those guests being charged our guest fee.
  - Food and beverages may be served in this area. Additional tables and chairs may be provided upon request.
- Fitness Studio 2
  - Fitness Studio 2 is available for reservation and/or rental during regular business hours for free until 4pm, so long as there is no SouthFit fitness class and/or other departmental event held.
  - Bookings should be made through the [Member Portal](#) until 4pm. Any booking at 4pm must be made through the [SRC Rental Form](#).
  - Organizations with non-USA students and/or others should provide a list of names for check-in at the SRC Front Desk. Failure to do so will result in those guests being charged our guest fee.
  - The stereo system (with aux and bluetooth capabilities) may be used. No fitness equipment is to be used unless the fee has been paid.
  - Only water and drinks in a resealable sports bottle are allowed. No food is allowed in the studios. Please throw away all trash and remove personal belongings.
  - Only non-marking court shoes are allowed.
  - Do not put tape or adhesives on the wood floors.
  - Campus Recreation and Wellness may cancel a member's free reservation any time for a Campus Recreation and Wellness event or academic program. Members will be notified via email; please make sure your email address is up-to-date in the Campus Recreation Portal.
- Indoor Activities Court
  - The Indoor Activities Court is available for rental during the following hours:
    - **Availability at No Cost for all USA Student Organizations and Departments:** Monday through Friday, from 6:00 am to 12:00 noon

- **Reservation Limit:** Up to 2 hours per reservation
    - **Availability at Cost:** Monday through Sunday, 12:00pm to 4:00pm.
  - Requests received outside of the above time frames, but within the two hour maximum may be considered by the facilities office.
  - Only water and drinks in a resealable sports bottle are allowed. No food is allowed in the court area unless prior approval is granted. Please throw away all trash and remove personal belongings.
- Indoor Basketball/Volleyball Court
  - The Indoor Basketball/Volleyball Court space is available for rental during the following hours:
    - All days of the week opening until 4pm.
  - Requests received outside of the above time frames, but within the two hour maximum may be considered by the facilities office.
  - Only water and drinks in a resealable sports bottle are allowed. No food is allowed in the court area unless prior approval is granted. Please throw away all trash and remove personal belongings.
- SRC Rockwall
  - The SRC Rockwall is available for rental during the following hours:
    - Monday - Friday: 10am to 2pm; 8pm to 10pm (9pm on Fridays)
    - Saturday: 10am to 2pm; 8pm to 9pm
    - Sunday: 10am to 2pm; 8pm to 10pm
  - Only 16 climbers are permitted inside of the Rockwall area at a time.
  - Only water and resealable sports are allowed. No food is allowed in the Rockwall area.
  - Requests for the Rockwall are contingent upon staff availability.
- SRC Outdoor Pool
  - The SRC Outdoor Pool is available for rental during the following hours:
    - Any hours that do not conflict with Aquatic Swim Lessons, Fitness classes.
    - Birthday Parties and non-University events are limited to the following hours:
      - Friday: 3pm to 5pm
      - Saturday: 10am to 12pm, 12:30pm to 2:30pm
      - Sunday: 1pm to 3pm
  - Areas used for water aerobics classes, swim lessons, or camps may not be utilized for leisure swim when these events are in session.
  - Do not leave valuables unattended. Campus Recreation and Wellness is not responsible for theft or loss of property.
  - Prohibited Items:
    - Use of alcohol or illegal drugs, or being under the influence of either
    - Smoking, vaping, e-cigarettes, or any other tobacco product per the University Tobacco Free Campus Policy
    - Glass, stoneware or other breakable containers

- Coolers are not allowed unless used for a private party or special event. We reserve the right to check coolers for prohibited items.
- All gum and food must be consumed in the designated eating area and not in the pools or spa.
- Foul language, explicit behavior, inappropriate displays of affection, and excessive noise offensive to others will not be tolerated. Courtesy is expected at all times.
- Photography of others without consent.
- Street clothes, thongs, and overly revealing swimwear. Clothing specifically designed for swimming is required.
- Aquatics facilities may not be used to provide services such as private lessons or personal training.
- Pets are not permitted. Service animals as recognized by the University of South Alabama are welcome.
- Bicycles, skateboards, rollerblades, and roller skates

#### Outdoor Facilities

- Intramural Classroom
  - The Intramural Gameroom/Field House is available for rental during the following hours:
    - Monday - Sunday: 9am to 9pm
    - Times are limited to the Intramural Sports Schedule.
  - Consumption of tobacco products, alcohol and drugs is prohibited at the intramural sports complex. Tobacco products include smokeless (chew or dip), e-cigarettes, vaping, and vaping-related.
  - Do not damage or deface university property.
  - Recurring meeting requests may be denied.
  - Food and beverages may be served in this area. Additional tables and chairs may be provided upon request.
- Intramural Outdoor Sports Complex (Basketball and Sand Volleyball Courts)
  - The Intramural Outdoor Sports Complex is available for rental during the following hours:
    - Monday - Sunday: 9am to 9pm
    - Times are limited to the Intramural Sports Schedule.
  - Littering is prohibited. Garbage and recycling cans are located throughout the complex.
  - Consumption of tobacco products, alcohol and drugs is prohibited at the intramural sports complex. Tobacco products include smokeless (chew or dip), e-cigarettes, vaping, and vaping-related.
  - Do not damage or deface university property.
  - The sand volleyball pits and basketball courts are open daily, 9am-9pm. Do not climb the gate or fence when the courts are locked. The area is monitored by Campus Police.

- Basketball shoes or sneakers should be worn at all times on the courts.
- All users must adhere to the rules of common courtesy and fair play. Fighting will not be tolerated.
- Any equipment needed must be requested by the person in charge of the rental when the space is requested.
- Intramural Field(s)
  - The Intramural Field(s) is available for rental during the following hours:
    - Monday - Sunday: 9am to 9pm
    - Times are limited to the Intramural Sports Schedule.
  - Leashed pets are allowed on the walkway around the fields. Patrons must clean up after their pets.
  - Littering is prohibited. Garbage and recycling cans are located throughout the complex.
  - Consumption of tobacco products, alcohol and drugs is prohibited at the intramural sports complex. Tobacco products include smokeless (chew or dip), e-cigarettes, vaping, and vaping-related.
  - Do not damage or deface university property.
  - Any equipment needed must be requested by the person in charge of the rental when the space is requested.
- Intramural Walking Track
  - The Intramural Walking Track is available for rental during the following hours:
    - Saturday: 6am to 6pm
    - Sunday: 6am to 6pm
  - Leashed pets are allowed on the walkway around the fields. Patrons must clean up after their pets.
  - Littering is prohibited. Garbage and recycling cans are located throughout the complex.
  - Consumption of tobacco products, alcohol and drugs is prohibited at the intramural sports complex. Tobacco products include smokeless (chew or dip), e-cigarettes, vaping, and vaping-related.
  - Do not damage or deface university property.
- SGA Pavilion
  - The SGA Pavilion is available for rental for the following hours:
    - Monday - Sunday: Dawn until 10pm
  - Groups are responsible for ensuring trash and charcoal are disposed of properly upon conclusion of the event or additional fees will be charged.
  - Consumption of tobacco products, alcohol and drugs is prohibited at the SGA pavilion. Tobacco products include smokeless (chew or dip), e-cigarettes, vaping, and vaping-related.
  - The pavilion comes with 10 picnic style tables that can seat at least 60 participants.
  - Trash cans and additional bags will be provided for easy clean up.

- Please notify if sports equipment (kickballs, cones, grass volleyball, etc.) is needed.
- Jag 5K Course & SGA Pavilion
  - The Jag 5K Course is available for rental during the following hours:
    - Saturday: 6am to 6pm
    - Sunday: 6am to 6pm
  - The pavilion comes with 10 picnic style tables that can seat at least 60 participants.
  - Trash cans and additional bags will be provided for easy clean up.
  - The 5K course begins a little west of the SGA Pavilion. This area is usually used as a race headquarters location. It does come with the course reservation.
  - Restrooms can be requested at Hancock Whitney. Please notify us if you need to book restrooms. The closest open restroom facility would be the outdoor restrooms at the Intramural Field House.
  - Please note that Campus Police will need to be contracted for this event. [Click here](#) to place your request. There are additional costs for booking.

## **Decorations & Damages**

- Decorations may not compromise public safety or create risk of property damage.
- Duct tape, glue, tacks and nails may not be used on any floor or wall surface.
- Only painter's tape is allowed.
- Directional and/or promotional signage is not permitted without prior approval.
- The group is responsible for removing all decorations upon conclusion of the event.
- Loose decorations such as glitter, confetti, or beads are NOT permitted.
- Open flame candles are NOT allowed.
- Helium balloons are NOT allowed.
- Glass decorations are NOT allowed in the Outdoor and Indoor Pool Areas.
- Please note:
  - Immediately following the facility rental, the DCRW asks the area is returned to its original arrangement by the name/organization listed on the facility rental.
  - It is the responsibility of the name/organization listed on the reservation request form to pay for all damages associated with the facility rental.
  - Any facility and/or equipment damage incurred during an event as a result of improper behavior or misuse will be charged to the rental name/organization, at the equivalent retail price for replacement and/or labor charges.