

TSU Campus Recreation

Facility and Reservation Policies and Procedures

General Guidelines

Campus Recreation manages a variety of facilities available for student groups and others to reserve for special events. Requests will be accepted no more than 6 months in advance and must be received at least 10 business days prior to the desired event date. Request to use the Recreation and Fitness Center during peak hours must be received at least 15 days prior to the desired event date. Reservation will be made on a first come first served basis and will be prioritized according to the following chart:

| Facility Usage Priority List |
|---|
| 1 st Campus Recreation Programs/Activities |
| 2 nd Open Recreation |
| 3 rd Club Sports |
| 4 th TSU Student Organizations |
| 5 th TSU Departments |
| 6 th Non-TSU Groups |

All facility reservations requests must be made by following these steps:

1. Complete and return the Facility Request Form to the Facility Manager. Forms are available electronically at the Member Service desk. *You may also request facility usage through the University's Special Events Department. All guidelines and fees apply.*
2. Upon receiving your estimate for the proposed event, sign and return it.
3. Complete and return the copies of the Facility Use Agreement (Non-TSU groups only); All Non-TSU Group request must go through the *University's Special Events Department contact info. 713-313-7606.*
4. All Non-TSU groups must present a copy of liability insurance at least 10 days prior to event.

Please note that fees for each space, staffing (if required), and optional accessories will be charged for each reservation. Clean up and damage fee will only be charged if necessary. A deposit may be required to reserve a space. If required, the deposit will be applied to your bill.

Certain events will require the group to provide insurance documentation and/or work with TSU police. Certain request including technology, sound system, and music may be restricted during operational hours if it could cause disruption. Details and special requirements will be provided by the Facility Manager in partnership with the University's Special Events Department.

Any event that would like to serve food must contact Sodexo for catering information. Bringing off campus food or another vendor is prohibited, unless approved by the Administration.

Campus Recreation Facilities are available to members of the University community at large. To identify those who use the facility, the following definitions are in effect:



- a) **Recreation Facilities-** A building on the TSU campus administered by Recreation Services, a component of the Division of Student Services.
1. Recreation Fitness Center
 2. Exercise Studio
 3. Recreation 3 court Gymnasium
 4. Recreation indoor track/additional studio space
 5. Educational Classroom/ Meeting Space
 6. Recreation Upstairs lobby space
 7. Aquatics
- b) **User-** Any person or entity as defined below approved for use of Campus Recreation Facilities.
- c) **Student Club/Organizations-** A recognized student club or organization is a group of students that has obtained official recognition by Texas Southern University by meeting the membership qualifications and registering their club or organization with the Student Campus Organization Department. (See campus organization student handbook).
- d). **Student-** A student is an individual who is enrolled in a class or classes for which activities and service fee is paid.
- e). **Texas Southern University Departments-** Official Departments of Texas Southern University that are officially constituted colleges, division departments, agencies or other units which are a part of, or operate on behalf of the University, such as foundations and alumni organizations.
- f). **Affiliated Groups or individuals-** Organizations or individuals that have official ties to the University and/or organization to which the University holds an active membership and provides services that directly benefits the University.
- g). **Alumni-** Alumni include those individuals who are current dues paying members of the Alumni Association.
- h). **Faculty/Staff-** Those individuals who are currently employed by the University. This category also includes those individuals who have retired from positions in the University.
- i). **Unaffiliated Groups or Individuals-** An individual, organization or group who has no official connection with Texas Southern University. Unaffiliated Groups or Individuals are non-university persons, groups and organizations. These also include those groups and organizations which exist primarily for the purpose of carrying on commercial activity for profit.
- j). **Sponsor-** Person or individual who is renting or using the facility and has initiated the reservation.
- k). **Co-Sponsor-** An outside group who in conjunction with a student group or department work together in sponsoring an event. The event must have a direct benefit to the student group, department, or the TSU student body.

TEXAS SOUTHERN UNIVERSITY

3100 CLEBURNE ST. HOUSTON, TX. 77004

Office: 713-313-6896 FAX: 713-313-7842

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l) **Management**- Administrative staff Campus Recreation charged with orderly operation and maintenance of the facility.

m) **Event**- Any meeting, gathering, or activity that occurs within the Campus Recreation facilities during a particular reserved interval of time.

n) **Late Reservation/Change**- Any request for use of facility or change in setup occurring outside the prescribed times.

o) **General Use Areas**- Public areas that are not reserve able on a regular basis and which do not require special access, such as:

1. Main Lobby
2. Fitness Center
3. Hallway
4. Restrooms/Locker Rooms

Peak-Hour Request

Facility reservation requests by TSU Student Organization/Groups and Non-TSU groups may be limited to non-peak facility time usage. Efforts will be made to provide students and Rec. member's use of at least one gymnasium court for open recreation at all times.

Here are basic guidelines for non-peak usage time:

Recreation and Wellness Center (fall and Spring Semesters)

- a. Monday-Friday: 7a-2pm
- b. Saturdays and Sundays: All Day during Normal Hours of Operations (See Late Night Request for More Info.)

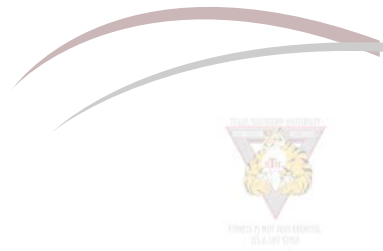
Recreation and Wellness Center (summer and Breaks)

- a. Monday-Friday: Summer Camp 1st Priority (7am-5pm)
- b. Saturdays and Sundays: All Day during Normal Hours of Operations

Facility requests made for peak times must be approved by the Campus Recreation Advisory Board. These requests must be submitted at least 15 business days prior to the scheduled event.

Late Night Requests

The Department of Campus Recreation will identify one Friday or Saturday per month in which facilities will be available for late night events sponsored by student organizations. Late night events will occur between 7pm and 12am. A list of available dates will be available in the Campus Recreations calendar during each of the fall and



spring semesters. Request for late night events will be accepted after the first day of classes. All requests for the entire semester must be made by the second Friday of each semester. If multiple organizations request at the same date, a lottery system will be used to determine the organization whose request will be accepted. Organizations, whose requests are approved, that choose to cancel reservations will not be permitted to submit a Late Night requests for the following semester.

Late Night events may begin prior to the facility closing, but exclusive use of any space will not be available during peak times or when Campus Recreation activity is scheduled.

Each late night event requires, at minimum, one Campus Recreation Facility manager. A fee of \$25 per hour supervisor or \$50 per hour professional staff will be charged to the group to cover this staffing necessity. Additional staff may be required to adequately supervise the number of participants or spaces reserved for the event. Please complete the reservation form in detail to provide the facility manager (or designee) information to base this decision upon. The fee for any additional staff will also be \$10 per hour per person. This will be charged on top of the rental fee for space.

Any event that requires use of the gymnasium for late night must have a TSU police present.

All events held within the Campus Recreation Facility must be fitness, health, and/or sports related. All other requests must be approved by the Administration.

Fees:

The fee schedule is then broken down to the four basic users of the facility.

- a) Student Organizations
- b) University Departments and Affiliate users
- c) Unaffiliated Users or All other Users

The listing of all prices used by Campus Recreation is prepared for each of the different user types. Copies of the fee schedule are always available upon request. We currently only accept Cash, Check, or Money Orders all made out to TSU.

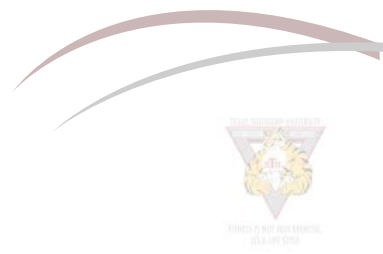
Four categories of charge exist:

- a). Location (no charge for student organization unless late night request)
- b) Equipment/Services
- c) Labor
- d) Miscellaneous

Payment of fees varies by user type. On-campus users are billed for all charges after the event is completed. Off campus users or Unaffiliated users are required to pay estimated charges 30 days in advance of the event.

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Following the event, either a refund is generated for services not required for the event, or additional billing will be determined

Fee Schedule:

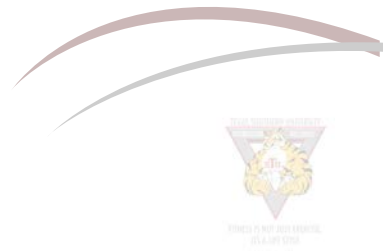
| | | | | |
|---|---|---|---|---|
| Gymnasium | Studio | Meeting/Classroom | 2 nd floor lobby | Stretch area |
| Student Org. No Fee After-hour \$25.00per hour | Student Org. No Fee After-hour \$25.00per hour | Student Org. No Fee After-hour \$25.00per hour | Student Org. No Fee After-hour \$25.00per hour | Student Org. No Fee After-hour \$25.00per hour |
| University Departments and Affiliates \$100/per court Whole Day Rental: \$300(8hrs considered whole day) | University Departments and Affiliates \$20per hour | University Departments and Affiliates \$20per hour | University Departments and Affiliates \$20per hour | University Departments and Affiliates \$20per hour |
| University sponsored Summer Camps \$50hr Facility usage \$15per child (if campers exceed 40 limit) | University sponsored Summer Camps \$50hr Facility usage \$15per child (if campers exceed 40 limit) | University sponsored Summer Camps \$50hr Facility usage \$15per child (if campers exceed 40 limit) | University sponsored Summer Camps \$50hr Facility usage \$15per child (if campers exceed 40 limit) | University sponsored Summer Camps \$50hr Facility usage \$15per child (if campers exceed 40 limit) |

All fees are based off of the current fee schedule within the Special Events Department

General Facility Regulations

All users of Campus Recreation Facilities will be subject to the following:

- a. The reservation times are clearly stated on the Campus Recreation Facilities Reservation Request form. If the event runs beyond the scheduled time, user will be billed for all hours and personnel costs.
- b. It is the user’s responsibility to maintain order of and for all people attending the event. If in the opinion of Campus Recreation staff, attendees or the event are behaving in a manner which could result in injury to themselves or others, they will be required to leave the facilities and the University grounds. If the staff determines that an event may be reaching a point of disorder that could result in injury to the attendees or could damage the facilities, the event will be stopped. Any damage to the facility will be billed to the user on the final bill. If the event is stopped due to disorderly conduct, the user will be billed for the full event, since the facilities were reserved for use for the authorized user and no other user could use them.
- c. All pertinent information about the user’s event should be given to the Event Services Department or Campus Recreation Facility Department at the time the event is booked. If any late changes are made to



a reservation request, the Campus Recreation Facilities department will determine if the request can be accommodated. Any extra costs involved will be billed to the User and must be promptly paid.

1. Alcoholic Beverages

Beer, liquor, and wine may not be consumed or sold on the premises at anytime.

2. Catering

Sodexo Dining Services has a contractual right of first refusal for all catering and food service needs on campus. If the user plans to serve food or beverages, the user must contact the Special Events Department for the proper guidelines. Sodexo Dining Services will, under no circumstances, allow a user to use an outside caterer. However, that usually occurs only if the caterer is unable to meet the user's needs and has been approved by the administration.

3. Smoking

Smoking is **NOT ALLOWED** anywhere in Campus Recreation Facilities.

4. Advertising

Events sponsored by off-campus groups are not to be considered University events. Although advertising for events sponsored by off-campus users may state that the event is taking place at TSU, it should be made clear that the event **IS NOT** sponsored by Texas Southern University. Additionally, all advertising must state the name of the sponsoring organization.

5. Posters and Flyers

Posters and flyers are not permitted in the facilities prior to a week before the date of the event. Posters and flyers will be removed at the completion of the event. The University will remove any posters, flier, etc. which deems objectionable, in its sole discretion. The decision of the Administration will be final in this matter.

6. Radio/Television/Recording

Any recording or broadcast made of or during an event must be arranged with the Special Events Department at the time of reservation is booked. Obtaining permission to record or broadcast an event or activity is the responsibility of the user.

7. Access to Facility

Campus Recreation and University staff must have access to all areas used during a user's reservation. Staff will not necessarily enter the user's area during an activity, but they must have free access to do so in the event of an emergency. Campus Recreation personnel will maintain possession of the keys to areas authorized for the user's use. At no time will any keys be given to non-University employees.



8. Lost and Found

Any items left behind after an event will be collected as LOST items and placed in a secured Lost and Found area. Unclaimed items will be held for at least one month. If the item has not been claimed within that time, it will be discarded.

9. Fire Regulations

The user shall be required to monitor all guests and patrons to be certain there is no violation of fire regulations. If the Campus Recreation staff notices that an event is or may become in violation of a fire regulation, staff will ask the user to discontinue that which is not allowed. The user must comply immediately.

10. Fronting

A University organization may not reserve space on behalf of or for the use of an outside organization so the outside organization can use the facility at a reduced rate. This conduct constitutes "fronting" and is prohibited. Campus Recreation staff may deny or rescind permission to use the facility if it is determined that the use is not primarily for the benefit of the faculty, student, or officially-recognized organization making the reservation.

11. Cancellation

Given the high demand for space, the cancellation and no show policy is designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel any reservations that will not be used as soon as possible so that those spaces may be made available to other groups. Cancellation must be made in writing by submitting an email to the Facility Manager. Reserve able spaces are monitored for attendance and use, and all no shows are recorded. Repeated no shows and/or late cancellations will result in the suspension of reservation privileges for Campus Recreation facilities.

Student Groups (TSU Student Organizations/Groups)

Reservations must be cancelled by 12:00pm the day before the event.

(12:00pm on Friday for events occurring Saturday, Sunday, Monday).

Late cancellation and no shows

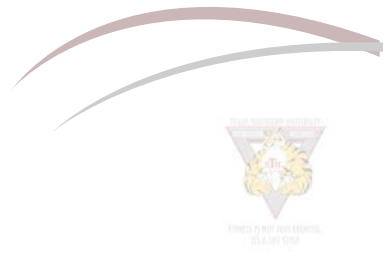
First offense: A warning email will be sent to the offending organization.

Second offense: Suspension of reservation privileges for 14 days.

Third offense: Suspension of reservation privileges for 120 days.

12. Use of Live Animals

At no time may the user introduce or permit any live animal as part of any performance or event or allow any live animal access to any part of the Recreation facilities without the express written consent of the University. Animals are not allowed on University property with the exception of those needed to assist persons who are physically disabled or impaired.



13. Security

All security needs must be arranged through the Campus Police Department. No outside security personnel are allowed on campus without the consent of the campus police. Under no circumstances are any firearms or weapons of any kind, allowed on campus. Campus Recreation may require the user to utilize a campus police for events that may be prone to draw a crowd.

Campus Recreation Center Rental Rules Overview:

- 1) It is the sponsor's responsibility to maintain order of all people attending the event. If Campus Recreation personnel believe there is disorderly conduct that can result in injury to patrons using the facility, they will be required to leave the facility.
- 2) If Campus Recreation personnel determine that the event is to a certain point of disorder that could damage the facilities or could result in injury, the event will be stopped.
- 3) All equipment, decorations, setup, etc. provided by the sponsor with the approval of Campus Recreation must be removed immediately following the event. Campus Recreation is not responsible for lost, stolen, or broken items.
- 4) The sponsor is required to monitor all guest and patrons to ensure there is no violation of fire regulations. Adequate space must be maintained to allow people to exit the building in an emergency situation.
- 5) The sponsor is responsible for the setting up and take down of tables and chairs as per direction of Campus Recreation personnel.
- 6) All trash and food shall be disposed of properly in receptacles.
- 7) Please return the facility back to the general conditions of cleanliness in which it was found. Please report any damages to Campus Recreation personnel immediately.
- 8) It is required that the sponsor does a final walk through with Campus Recreation personnel to ensure proper compliances.
- 9) Any expenses incurred by TSU Campus Recreation for repairing damages or cleaning messes after a rental will be passed on to the sponsor.
- 10) Items left behind after an event will be collected and placed in a secured Lost & Found area.

AQUATIC FACILITY RENTAL FEES

The following fees will be applied for reservations at the TSU Recreation Natatorium:

| <i>Item</i> | <i>Student Organizations</i> | <i>TSU Affiliated Groups</i> | <i>Non-TSU Affiliated Groups</i> |
|---|-------------------------------------|-------------------------------------|---|
| <i>Whole Pool Rental</i> | No Fee/ After Hours \$25/hr. | \$150/hour | \$250/hour |
| <i>Shared Pool Rental</i> | n/a | \$100/hour | \$200/hour |
| <i>Day Rental Fee (Exclusive Use > 5 hours)</i> | n/a | \$750 | \$1000 |

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OPERATIONAL FEES

Campus Recreation reserves the right to apply the following fees to any reservation:

Staffing

- Event Staffing: \$10/hour/employee
- Professional Staffing: \$50/hour
- Life Guards: \$10/hour

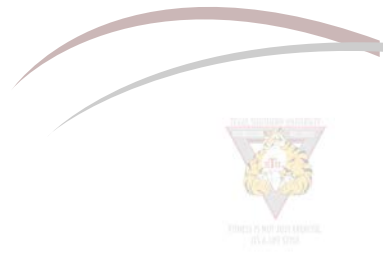
Extended Facility Hours: \$25/hour

Lap and Leisure Pool Rental Rules:

- 1) It is the sponsor's responsibility to maintain order of all people attending the event. If Campus Recreation personnel believe there is disorderly conduct that can result in injury to patrons using the Lap and Leisure Pool, they will be required to leave the facility.
- 2) If Campus Recreation personnel determine that the event is to a certain point of disorder that could damage the Lap and Leisure Pool facility or could result in injury, the event will be stopped.
- 3) Any individual using a radio or audio device must keep volume levels low enough to allow lifeguard communication. Instructions from the lifeguards must be followed at all times.
- 4) No rough play. No one should be sitting or standing on anyone's shoulders.
- 5) All equipment, decorations, setup, etc. provided by the sponsor with the approval of Campus Recreation must be removed immediately following the event. Campus Recreation is not responsible for lost, stolen, or broken items.
- 6) The sponsor is required to monitor all guest and patrons to ensure there is no violation of fire regulations. Adequate space must be maintained to allow people to exit the building in an emergency situation.
- 7) All trash must be placed in the receptacles provided. Remove all toys, towels, cans, lotions, etc. from the pool area before you leave.
- 8) Any expenses incurred by TSU Campus Recreation for repairing damages or cleaning messes after a rental will be passed on to the sponsor.
- 9) Please return the facility back to the general conditions of cleanliness in which it was found. Please report any damages to Campus Recreation personnel immediately.
- 10) It is required that the sponsor does a final walk through with Campus Recreation personnel to ensure proper compliances.
- 11) Items left behind after an event will be collected and placed in a secured Lost & Found area.
- 12) No food drinks, or glass containers allowed in pool or on pool wet deck. Water is permitted.
- 13) Shower before entering pool.
- 14) No diving allowed in pool.
- 15) No animals allowed in pool or on deck.
- 16) Parties and groups are only permitted to use designated pool areas as stipulated in Pool Rental Agreement. Parties are not allowed usage of the lap lanes

Dress Code:

- All users must wear proper swim attire when entering the pool area. (SEE ATTACHED LIST)
- No street clothes can be worn in the water or on the deck.
- Shoes are not allowed on the pool deck



**Groups not affiliated with Texas Southern University will have to provide a certificate of liability insurance listing the Texas Southern University as the additionally insured. The policy is required to be no less than \$1,000,000 for all.*

SPECIALTY CLASSES RENTAL FEES:

| | | | | |
|---|---|--|--|--|
| <i>Specialty Classes</i> \$ 75 per hour (per court) \$200 per hour (full Court) (Max. allotted time 4hrs. Any event request extended over will be reviewed on a case by case basis.) | <i>Specialty Classes</i> \$65 per hour (1-2 day events) Weekly Scheduled Classes: \$60 week (1 class) \$110 week (2 classes) \$150 week (3 classes) | <i>See All Other Users Rate below</i> | <i>See All Other Users Rate below</i> | <i>See All Other Users Rate below</i> |
| <i>All Other Users</i> \$500 per court <i>Whole Day Rental:</i> \$1500(8hrs considered whole day) | <i>All Other Users</i> \$500 flat rate | <i>All Other Users</i> \$25per hour. | <i>All Other Users</i> \$500 flat rate | <i>All Other Users</i> \$50per hour. |

Specialty Group Classes Rental Rules

Looking for other ways to stay in shape? Specialty programs are a great way to commit to a workout in a small, intimate group! Specialty classes require pre-registration, and are open and appeal to a wide array of audiences.

Most group exercise classes in the Recreation Center are complimentary with facility membership, with the exception of Specialty or Master Classes and workshops, for which there is a fee.

Instructors of Specialty classes governs their own class and participants, they are only responsible for the space usage rental fee. All class fees are made between instructor and participants prior to entering the facility. All approved specialty classes and all parties involved must follow all policies and procedures set forth within the Recreation Center. Below you will find the Specialty Class guidelines:

General Policy:

- All participants must fill-out the Recreation and Wellness Center’s Liability Waiver before access to the facility is granted.
- All Participants must be 16yrs. of age and older. No children allowed.
- No food or drinks allowed in the studio or gymnasium at any time. Food consumption must occur in designated area.
- TSU Recreation and Wellness Staff reserve the right to remove anyone not following the policy and procedures of the Facility.

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- TSU Recreation and Wellness Administration have the right to terminate any specialty class, workshop, event, etc... at any time, for any reason, or for no reason by giving the Vendor at least 1 week prior notice.

Instructor Policy:

- All instructors must be certified in their respective service and must be able to submit a current copy of certification along with an up to date CPR/First Aid card.
- All instructors must have liability insurance
- All instructors must provide a 3-5min demo of proposed class before approval is granted.

- Instructors govern their own class: all record keeping/attendance is the responsibilities of instructor, any type of specialty equipment needs are the responsibility of the instructor.
- Instructor must present a finalized typed list of all participants to the front desk for check in. Anyone not listed on the roster will not be allowed in.
- Any damages that may occur during the usage of space will be the responsibility of the instructor.
- All transaction of fees and charges associated to the class must be made prior to entering the facility. There are no monetary exchange allowed within the Recreation and Wellness Center.
- All additional equipment needs and special setups i.e. tables, chairs, audio, projectors etc... Must be made at least a week in advance. (Additional fee may apply due to quantity of requests).
- All used equipment must be wiped down and returned in proper place, and area must be returned to original state upon exiting.
- Any lost and found items will be held for 24hrs. After which will be discarded.
- Specialty Class days of availability must occur during non-peak hours and are only currently available Friday-Saturday: 12pm-7pm; Sunday: 3pm-7pm. Early or late hours are available on the weekends upon request. (Additional fee may apply)

Marketing and Promoting of Class:

- Instructors are responsible for the marketing and promoting of their approved class.
- A copy of flyer must be submitted to the Recreation Center for approval before distributing. We do not condone derogatory images and/or language at any time.
- All flyers must have stated: "In collaboration with the TSU Recreation and Wellness Center." Along with our official logo.
- The Recreation and Wellness Center will assist with flyer distribution and posting upon request.
- Although Specialty classes are open to the community all classes must be made accessible to the TSU Student body.

Refund Policy:

Refunds will be given in the following circumstances:

- Cancellation of Class within 72 hours. of payment.



- Emergency Closing of the facility due to inclement weather, Maintenance and repair needs, etc...

Refunds will not be given due to the following:

- Low class participation
- Instructor absences/Tardiness

General Risk Management Guidelines:

Safety is our number one concern here at the Texas Southern Recreation Center the following guidelines must take place:

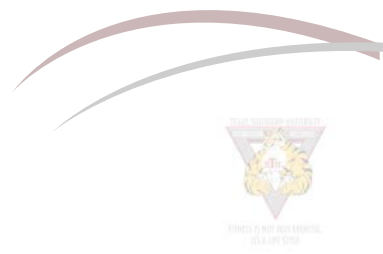
- A walk-through of rental area as well as policy overview with the facility manager 24hrs. Before class/event is required.
- You will be assigned a hospitality staff member who will assist you on the day of your event.
- In case of emergency notify your assigned hospitality staff member to alert campus police. Do not contact 911.
- Notify your assigned hospitality staff member once class/event has ended for a final walk-through of area.
- A finalized typed roster must be submitted to the front desk upon arrival. Only those listed will be allowed entrance. (make sure all are accounted for)
- All participants including instructor(s) must have a liability waiver on file
- No children under the age of 16yrs. are allowed. Unless preapproved and discussed with the Director of Recreation.
- Minors 16yrs.-17yrs. must have a parent/guardian signature on liability waiver.

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Texas Southern University Recreation Center Reservation Guidelines Acknowledgement

I _____ (print name) have read and understand the policies and procedures of the TSU Campus Recreation Reservation and Rental Guidelines and hereby agree to the terms set forth by the department of Recreation Services. I agree to abide by and follow all procedures that relate to reserving rental space within the recreation center. I also understand that if I should violate any University or departmental policies set forth in the reservation and rental guidelines, I will be held liable and responsible for such violations.

Renter Signature: _____ Date: _____

Renter(s) Contact Information:

First: _____ Last: _____ MI: _____

Phone: _____ Email: _____

Name of Organization/Department: _____

Type of Rental Affiliation:

- TSU Club Sport
- TSU Student Organization
- TSU School/Department
- Non-TSU Organization

Rental Request:

Name of Event/Program: _____ # of Attendants: _____

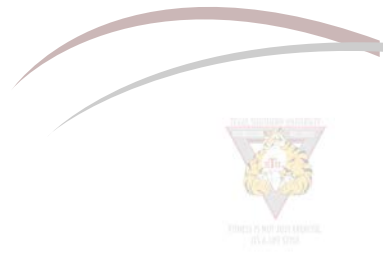
Requested Day: _____ Time: _____ Alternate Day: _____ Time: _____

Requested Area:

Gymnasium: Whole Court: _____ Court 1: _____ Court 2: _____ Court 3: _____ Other Area: _____

Lobby: 1st floor _____ 2nd floor: _____ Aquatics Area: Whole Pool: _____ Per Lanes: _____

(Please attached any additional information pertaining to your request for review)



For Office Use Only

Event/Program: Approved: ____ Denied: ____ Pending more information required: ____

Required Insurance/other documentation received: Yes: ____ No: ____

Liability Waivers Received for all Participants: Yes: ____ No: ____

Additional Staff needed: Yes: ____ No: ____

Campus Police required: Yes: ____ No: ____

Operations Manager Signature: _____ Date: _____

Assigned Hospitality Staff Signature: _____ Date: _____

Initial Walkthrough and Policy overview completed: Yes ____ No ____

List any discrepancies prior to Event/Program:

Final Walkthrough completed: Yes ____ No ____

List any discrepancies following Event/Program:

Billing Information

Quote: # ____ Invoice # ____ Deposit \$ ____ Discount Rate \$ ____ Total: \$ ____

(All supported documents attached)

Business Manager Signature _____ Date: _____

Director Signature: _____ Date: _____