**Recreation Center**

**Reservation and Facility Usage Policies**

The following policies and guidelines describe parameters for use of the Recreation Center including reservation, event, and general usage policies.

* + The Recreation Center is a student focused fitness facility that includes general fitness areas, three (3) group fitness studios, regulation-sized basketball courts, a 4-lane shallow lap pool, and an indoor track. The Recreation Center supports the university’s efforts to promote wellbeing by providing space, programs, and services **dedicated to health and wellness.** The Department of Recreational Sports reserves the right to refuse a reservation if it feels it impedes on open recreation programming for students.
	+ The Recreational Sports Department has ownership of all spaces and utilizes them in their annual programming. Please keep in mind indoor Intramural events utilize the basketball courts and Multisport court in the evenings from October-March, Monday-Thursday. Club Sports teams utilize the space for practices seven days a week. Group Exercise classes occur in the fitness studios typically between 4pm-8pm, Monday-Thursday, as well as Saturday and Sunday mornings.

The following reservation and event policies outline expectations and guidelines intended to facilitate equitable space allocation among student groups, departments, HUB residents, and programs. External groups may not reserve space in the Recreation Center.

*Individual students or groups of students are not eligible to reserve space in the Recreation Center. All student reservations must be through a student organization supported by the Office of Student Involvement or through an approved academic class.*

*Food, paint and glitter are prohibited in all spaces in the Recreation Center. Any event signage must be approved in advance and is only allowed to be placed in sign holders. Taping signage on walls or floors is prohibited throughout the facility. Any damages that occur during the event are the responsibility of the reserving organization. (Special requests are considered on a case by case basis through the Coordinator of Membership and Business Operations, taylorv2@xavier.edu)*

**AVAILABLE SPACES**

The Recreation Center includes the following reservable spaces:

***Multi-Sport Court, Lower Level***

*The multi-sport court is a one-court, private space that serves two needs. The first, a large space for private practices, events, and other needs. The second, a space for events needing a rubberized floor versus wooden flooring, as normally seen on the basketball courts.*

* Due to COVID restrictions, a **maximum capacity in this space is 53 people**.
* Limited technology in this space. House music can be played or muted; auxiliary cord for music can be utilized if requested. There is no additional AV equipment (microphone, projector, screen, etc.) in this space. If requesting this space and AV equipment, all needs must be directed and organized by the reservee and [Technology Services](https://www.xavier.edu/ts/faculty/classrooms-labs/classroom-technology).
* Configuration needs will be confirmed upon approval of the reservation and will be approved one week prior to the event.
* A small number of tables and chairs are available through the Department of Recreational Sports and can be set up as necessary. All needs are to be communicated at the time of the original reservation. Depending on the number of tables and chairs needed, the Department of Recreational Sports holds the right to refuse the request and the equipment need must be directed and organized by the reservee and Physical Plant, (513) 745-3151.
* Restrictions:
	+ Linens are not provided.
	+ Catering and any food is prohibited within the Recreation Center.
	+ No round tables available. Groups desiring round tables may request them from Physical Plant.
	+ Any reasonable room set-up changes and equipment changes must be communicated at least two business days prior to the start of the event and will be accommodated if time/staffing allows.
	+ On-site event management and support is not provided.
	+ Events or reservations that are not within Recreation Center facility hours are subject to an additional staffing fee. Staffing pricing will be communicated based on reservation need. The Department of Recreational Sports holds the right to dictate the number of staff needed.
	+ Painting and glitter are prohibited in this space.
	+ Electrical outlets can be found on all walls in the multi-sport court. The Department of Recreational Sports holds the right to dictate the number amount of electric needs based on currency restrictions.
	+ The Department of Recreational Sports is not responsible for providing extension cords, cord coverings, and/or signage holders.
	+ Wall signage must be communicated and at least two-days prior to the reservation. The Department of Recreational Sports holds the right to refuse wall signage.

***Shallow Pool, Lower Level***

*The pool is designed as a traditional shallow, 25-meter lap pool, but can be flexibly used as an open shallow water pool as well.* The standard set-up will be a traditional lap pool with lane lines, but can be utilized without lane lanes.

* The pool can be accessed through the men and women’s locker rooms, the back hallway, and through the wet classroom.
* During pool hours, two lifeguards are included. Events or reservations that are not within Recreation Center facility hours AND pool hours are subject to an additional staffing fee. This staffing fee will include facility staff AND the cost of lifeguards. Staffing pricing will be communicated based on reservation need. The Department of Recreational Sports holds the right to dictate the number of staff needed.
* AV equipment: microphone and projector. If you are wanting a screen instead of projecting onto a white brick wall, all additional AV needs should be organized and communicated with [Technology Services](https://www.xavier.edu/ts/faculty/classrooms-labs/classroom-technology).
* Limited tables and chairs are permitted on the pool deck. All table and chair needs must be communicated at the time of the reservation.
* Restrictions:
	+ Catering and any food is prohibited within the Recreation Center.
	+ No round tables available.
	+ Any reasonable room set-up changes and equipment changes must be communicated at least two business days prior to the start of the event and will be accommodated if time/staffing allows.
	+ On-site event management and support is not provided.
	+ Limited electrical needs are permitted. The Department of Recreational Sports reserved the right to refuse electric needs based on safety policies and license restrictions.
	+ External lifeguards are prohibited. All reservation guards must be Department of Recreational Sports employees.

***Wet Classroom, Lower Level***

*The wet classroom is designed as transition space from academics to the pool. The wet classroom can also be used as a classroom or meeting space.* The standard set-up will be a “classroom style” space with tables and chairs.

* Space features:
	+ AV equipment: display monitor, Solstice, magnetic white board.
	+ Furniture: classroom tables, rolling chairs, lectern/podium.
* Configurations needs will be confirmed upon approval of the reservation and will approved one week prior to the event.
* Restrictions:
	+ Linens are not provided.
	+ No microphone provided.
	+ Catering and food is prohibited within the Recreation Center.
	+ No round tables available.
	+ Any reasonable room set-up changes and equipment changes must be made at least two business days prior to the start of the event and will be accommodated if the time/staffing allows.
	+ On-site event management and support is not provided.
	+ Due to space limitations, additional tables and chairs other than those provided are prohibited.
	+ Paint and glitter are prohibited.

***Balance (Large) Studio, Lower Level***

*The Balance Studio, equipped with wood flooring and a barre, is designed for bodywork, floor work, and dance settings. Additional fitness equipment does not come standard in the Balance Studio.* The standard set-up is an open concept space.

* Individuals must provide their own music systems.
* Catering and any food is prohibited within the Recreation Center.
* No round tables available.
* Any reasonable room set-up changes and equipment changes must be communicated at least two business days prior to the start of the event and will be accommodated if time/staffing allows.
* On-site event management and support is not provided.
* Events or reservations that are not within Recreation Center facility hours are subject to an additional staffing fee. Staffing pricing will be communicated based on reservation need. The Department of Recreational Sports holds the right to dictate the number of staff needed.
* Paint and glitter are prohibited in this space.
* Limited tables and chairs can be provided. Configuration needs will be confirmed upon approval of the reservation and will be approved one week prior to the event.
* Additional fitness equipment needs must be communicated at the time of reservation. The Department of Recreational Sports reserves the right to refuse use of external fitness equipment.
* Restrictions:
	+ Non-marking shoes must be worn. Certain dance shoes will be permitted.
	+ Catering and food is prohibited within the Recreation Center.
	+ No round tables available.
	+ Linens are not provided.
	+ Any reasonable room set-up changes and equipment changes must be made at least two business days prior to the start of the event and will be accommodated if the time/staffing allows.
	+ On-site event management and support is not provided.
	+ Painting and glitter are prohibited in this space.

***Gymnasium (Basketball Courts), Second Level***

*The gymnasium, comprised of three (3) regulation basketball courts, is a large space that serves two primary needs. The first, a large space for practices, open recreation, intramurals, and other programming needs. The second, a space for programming needs in a large space with the capability to divide the space with two curtains between each court.*

* Each of the three (3) courts can be reserved independently or together. Availability may vary.
* The gymnasium is our most highly reserved space, so reservations should made as soon as possible.
* Limited technology in this space. House music can be played or muted; auxiliary cord for music can be utilized if requested. One wireless lapel microphone can be requested. There is no additional AV equipment (projector, screen, etc.) in this space. If requesting this space and AV equipment, all needs must be directed and organized by the reservee and [Technology Services](https://www.xavier.edu/ts/faculty/classrooms-labs/classroom-technology).
* Configuration needs will be confirmed upon approval of the reservation and will be approved one week prior to the event.
* Tables and chairs are discouraged on the gym floors. Any tables or chairs would need to be set up outside of the courts. Recreational Sports has a small number of table and chairs available upon request and mut be requested at least 2 business days in advance.
* Restrictions:
	+ Marking shoes are prohibited. Only non-marking shoes are permitted.
		- Heels, rollerblades, etc., are prohibited.
	+ Linens are not provided.
	+ Catering and any food is prohibited within the Recreation Center.
	+ No round tables available.
	+ Any reasonable room set-up changes and equipment changes must be communicated at least two business days prior to the start of the event and will be accommodated if time/staffing allows.
	+ Floor tarps are not provided, and cannot be requested. The Department of Recreational Sports reserves the right to request adequate floor protection as needed.
	+ Stages and risers are prohibited.
	+ On-site event management and support is not provided.
	+ Programming or reservations that are not within Recreation Center facility hours are subject to an additional staffing fee. Staffing pricing will be communicated based on reservation need. The Department of Recreational Sports holds the right to dictate the number of staff needed.
	+ Painting and glitter are prohibited in this space.
	+ Electrical outlets can be found on all walls in the gymnasium. The Department of Recreational Sports holds the right to dictate the number amount of electric needs based on currency restrictions.
	+ The Department of Recreational Sports is not responsible for providing extension cords, cord coverings, and/or signage holders.
	+ Wall signage must be communicated at least two business days prior to the reservation. The Department of Recreational Sports holds the right to refuse wall signage.

**RESERVATIONS**

**Reservation Contact**

All reservations can be made through the Coordinator of Membership Services and Business Operations, Vosler Taylor, taylorv2@xavier.edu and/or (513)745-3254.

**Reservation Process**

To reserve a space, interested parties should email the Coordinator of Membership Services and Business Operations and include the following:

* Event date(s)
* Space desired
* Start and end time for the event
* University affiliation (student organization, club sport, program, etc.)
* Expected number of attendees
* Desired room set-up
* Audio/Visual needs
* Other special requests or needs
* Contact name, email, phone number

**Reservation Fees**

In an effort to support the Xavier community, the rental fee associated with usage of Recreation Center spaces for internal groups will be waived.

There may be **ancillary costs**, which may incur a fee. These include but are not limited to the following:

* Student staffing. This may include set-up/breakdown time for complex. These staff are for facility management and emergency action only, and are not event support.
* Post event cleaning. This may include costs associated with additional contract cleaning needs.
* Xavier University Police Department. This may include security costs needed.
* Broken, damaged, stolen, or lost items will be billed.

**GENERAL RESERVATION POLICIES**

1. **ADA/and Access:** At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by an event or event set-up. All set-ups must observe fire code and ADA accessibility.
2. **Alcohol:** All groups hosting events with alcohol are subject to Xavier’s *University Alcohol and Other Drug Policy.* Additionally, student groups must complete the Office of Student Involvement’s *Alcohol Event Request Form.*
3. **Cancellations:** Due to the limited availability and high demand of space within the Recreation Center, groups are expected to cancel space reservations upon deciding not to use the space.
4. **Cleaning Responsibilities:** Groups using the Recreation Center are expected to maintain the cleanliness of the space.
	1. All decorations must be completely removed and cleaned after an event.
	2. Groups failing to maintain the cleanliness of a room may incur a cleaning charge.
	3. The Recreation Center does not allow any decorations that may permanently alter the facility. No tape, staples, glue, nails, or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, doorframes, curtains, or other surfaces.
	4. The Recreation Center does not allow any decorations or displays that require flame, sand, glitter, confetti, or water.
5. **Damages:** All groups using the Recreation Center’s facility are responsible for the proper use of the reserved space, furnishings, and equipment.
	1. Any damage or missing items will be billed of the sponsoring organization.
	2. Xavier University reserves the right to determine extent of damages.
6. **Equipment:** Equipment within a space is allowed to be moved but must remain in the room and returned to its original set up after the event is over.
	1. The Persist (small) studio is exempt from this policy. Spin bikes are not to be moved without Department of Recreational Sports’ permission.
	2. Recreational Sports’ equipment is not permitted to leave the facility.
	3. The removal of permanent furniture from a space is prohibited.
	4. Groups are responsible for any damages to furniture and equipment during their reservation.
7. **Event Changes:** Any reasonable room set-up changes and equipment changes must be made at least two business days prior to the start of the event and will be accommodated if time/staffing allows. Room set up and equipment requests are to be placed at the time the reservation is made and finalized one week prior to the event.
8. **Event Confirmation:** A request for space does not guarantee that a space will be assigned. The Department of Recreational Sports reserved the right to reject any reservation that it determines is too difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with any university policies and/or if the event is not in keeping with the primary mission of the Department of Recreational Sports. A reservation request is not approved until a professional staff member of the Department of Recreational Sports has sent confirmation.
9. **Food and Beverage:** Food and beverages are prohibited in the Recreation Center. Drinking fountains and water bottle fillers are located on each floor of the facility as needed.
10. **Furniture and Fixtures:** If additional furniture is needed beyond what the Recreation Center has in inventory, the sponsoring organization will work with Physical Plant to obtain the equipment. If Physical Plant does not have the equipment, the group may rent from a University approved rental company.
	1. All costs are the responsibility of the sponsoring organization.
	2. All furniture and equipment brought into the Recreation Center must be approved by the Department of Recreational Sports before delivery and use.
11. **Extended Hours:** Reservations requiring the Recreation Center to operate outside of normal hours must be approved by the Department of Recreational Sports and will include an ancillary cost.
12. **Non-Xavier Affiliated Groups:** No organization may request a location for another group’s use. Event requests must be submitted by the intending organization and are not allowed to be transferred between organizations. For example, groups cannot reserve space in their name intended for use by an external group.

**FACILITY USAGE POLICIES**

1. Amplified Sound: Any approved amplified sound levels will be at the discretion of the Department of Recreational Sports Staff.
2. Animals: Only service animals are permitted in the facility. No other animals, personal pets, or emotional support animals are permitted in the building at any time. Refer to Xavier’s Animal Guidelines.
3. Chalking. Writing in chalk is not allowed in or immediately outside the Recreation Center. Additionally, no liquid, gymnastics, or gym chalk is allowed within the Recreation Center.
4. Donation Collection Boxes / Fundraisers
	1. Donation Collection Boxes / Fundraisers are not allowed in the Recreation Center at this time.
	2. Any exceptions are at the discretion of the Department of Recreational Sports.
5. Parking
	1. Guests attending an event at the Recreation Center must park in accordance with University parking policies.
	2. No parking or waiting is allowed in the HUB entry / emergency areas.
	3. The Recreational Sports student staff is not credentialed to issue any form of parking passes.
6. Posting
	1. Flyer posting
		1. Request must be submitted to the Department of Recreational Sports for approval.
		2. Approved flyers will be posted on a portion of the white board at the entrance of the Recreation Center.
		3. All non-approved flyers will be removed throughout the entire building.
	2. Banner Posting, Outdoor Posting, and Outdoor Banner Space are prohibited at this time.
	3. Easels/Display Boards are prohibited at this time.
7. Security
	1. The Department of Recreational Sports works closely with the Xavier Police Department regarding security.
	2. Additional security may be required for reservations held in the Recreation Center at the determination of the Department of Recreational Sports and Xavier University Police Department.
8. Storage
	1. Space users are not allowed to store items in the Recreation Center.
	2. The Recreation Center, Department of Recreational Sports, and Xavier University are not responsible for lost or stolen items.