

Guidelines for Group Reservation of Athletic/Recreation Space

Groups requesting space for activities in Athletic/Recreation spaces will adhere to the following guidelines when planning and conducting events.

Reservation requests are processed through EMS, at events.ship.edu. Requestor receives a confirmation at the time of submittal. The reviewed request will be emailed to the requestor, by EMS, with action noted as approved or denied. Reviewer of the request may attach notes to the document, so requestor should read the response thoroughly. Requestor is responsible for adherence to respective venue rules by all event sponsors and guests.

Reservation contact person must be an individual who will be on-site for the event. Please do not direct support staff to submit under their name, unless they are an on-site participant for the requested event. This procedure allows Recreation Department staff to communicate with the actual facility user, in the event there is a need for direct correspondence. Exception is the Conference Office, as contact with contracted users must be channeled through that office to the contracted party.

The reservation period shall include the time of first access, to the point where the facility is restored to pre-event condition, and user should adhere to time parameters.

User is responsible for submittal of work request via WebTMA, linked to the Facilities Management page on the ship.edu website. WebTMA is available to faculty and staff. Requests should be submitted three weeks in advance. The events.ship.edu planning page provides an Events Planning Checklist.

When submitting a work request, please consider custodial needs to include restoration of floors, and cleaning and stocking of the rest rooms, to pre-event status.

If the requestor is unsure of their ability to submit a request, it is necessary to meet with ShipRec management, for assistance. In many cases this option is preferable as the experience of the building managers, and their knowledge of event transitions, may be an asset to planning.

ShipRec is a controlled access facility. UG students, enrolled in traditional classes, have card access. If your event involves another audience, it is necessary to arrange details of entry procedure with ShipRec management prior to the event.

Due to peak recreational use during weekday periods 3p-6p, ShipRec arena reservation is generally limited to 2 courts.

Recreational equipment may be reserved by emailing a request to rec@ship.edu, 5 business days in advance.

A Fundraising Permit must be secured from the Student Government Association for events collecting monies in exchange for goods or services. This includes, but is not limited to, admission fees to events, monetary donations, canned goods or articles of clothing. The permit must be provided to SU Rec Department management, as a step in venue reservation process and be in the possession of the event sponsor during the event. The fundraiser application is found at orgsync.com.

DURING THE EVENT:

Glass is the only ShipRec surface where adhesive tape may be applied. This restriction also applies to the rail around the track, where string is suggested as a method of mounting.

If floor tape is required in ShipRec, vinyl floor tape may be requested through ShipRec management, as other types of tape are not permitted. Floor tape is not permitted in Henderson Gym arena.

No activity may take place in the ShipRec or Henderson arenas, which may result in damage to the floor surface. Food and beverage is prohibited in Henderson Arena, but is permitted in ShipRec.

All staging, tables, chairs or other physical setups must be lifted into place. Dragging items across the floor may damage the surface. Tables may not be used as seats.

Extension cord use is restricted to areas other than those traveled by pedestrians. Recreation staff will remove those which are deemed tripping hazards.

Sign preparation, by marker or paint, may not take place on floor or tables, unless a barrier approved by Recreation Department management is in place.

If event activities soil table tops the user has responsibility to clean them.

In ShipRec, Recreation Department management can provide a dozen theater poles. Seven-foot wooden stanchions are available, provided they are included in the Moving Crew portion of the work request.

Access to ShipRec custodial/ cleaning supplies may be arranged with Recreation Department management prior to the event.

Guidelines for Reservation of Ath-Rec Facilities 12/17