Purpose: To provide guidelines for Facility employees to follow should they be asked about or need to implement the reservation of a space.

Scope: Policies and procedures listed apply to all UGA Recreational Sports student staff trained in Facility Operations at the Ramsey Student Center.

Policies:

I. RESERVATIONS

a. Facility employees reserve racquetball and squash courts only.
b. Groups interested in reserving an activity area should contact the Facility Reservationist at 706-542-5060. Facility Reservation Request Forms are located on our department website.
c. Reservation request forms should be submitted no later than 10 days before the date of the requested reservation and must be confirmed by the reservationist.

Procedures:

I. RACQUETBALL RESERVATIONS

d. Racquetball reservations can be made through the admissions staff. The patron will need to include their name and what time they wish to play.
e. Must be a member to reserve facility space.
f. Courts may be reserved up to two days in advance by providing name and
   i. phone number by calling the Admissions Desk
g. Reservations are 50 minutes with the exception of the closing hour of the facility in which the reservation is 45 minutes. All equipment must be returned to Equipment Checkout 10 minutes prior to closing.
h. Two-hour reservation limit per member per day.
i. A 10-minute courtesy hold on reservations will be enacted. After 10 minutes, the reservation is voided & the court becomes available for informal recreation