Policies:
1. Activity is restricted to reserved area(s) during reserved hours only. Activities may not occur in hallways and corridors.
2. Individuals, groups and their guests shall be personally responsible for their conduct and safety, and are expected to conform to university rules & regulations, and if applicable the Student Code of Conduct.
3. It is the duty of UGA Department of Recreational Sports Student and Professional Staff to uphold and enforce the policies of the Department of Recreational Sports. It is the responsibility of those utilizing the facilities to abide by such policies.
4. The facility is expected to be in clean condition immediately following the event. Groups are responsible for any & all costs for custodial, maintenance or repair, including but not limited to, damage to the facility.
5. Food and drinks must meet all university Vending and Solicitation Policies.
6. The following are prohibited in the Ramsey Center: weapons; alcoholic beverages, illegal drugs and tobacco products; intoxicated persons; any activity or equipment that may damage facility floors, walls and equipment; bicycles, rollerblade, roller skates, skateboards and Heelys; chalk (unless approved by area supervisor); glass containers; open flames/candles; personal chairs, coolers and tables; and pets with the exception of service animals.
7. Prior approval is required for use of amplified music. Group must provide sound system.
8. Fundraising and/or charity events require prior approval from the Department of Recreational Sports. In addition, university student groups must have prior approval from the Center for Student Organizations. Policies, regulations and application to fundraise can be found online at [http://stuorgs.uga.edu/fundraising/index.html](http://stuorgs.uga.edu/fundraising/index.html). Senior Coordinator for Facility Reservations must have copy of approval at least one week prior to event.
9. The Department of Recreational Sports reserves the right to add additional conditions, including but not limited to event security, or immediately cancel a reserved event due to health, safety or security reasons.
10. In order to receive a full refund, the Senior Coordinator for Facility Reservations must be notified of cancellation at least 3 weeks prior to the event. All reservations, except those for the Rec Sports Complex, are honored rain or shine. If weather conditions are unsafe, the Recreational Sports Staff will discontinue all activities. If activities are discontinued, refund information will be sent to event contact.
11. Issues pertaining to parking must be brought directly to the attention of UGA Parking Services (706-542-7275) and associated costs will be determined by that department. A written record of arrangements must be submitted to the Senior Coordinator for Facility Reservations at least one week prior to event.

Reservation Helpful Hints:
1. Student and community organizations are eligible to reserve available facility space. Normally, reservations may be made for only one event per academic year.
2. Space is more readily available on Fridays and Saturdays. Due to ongoing programs, weekday and Sunday events are usually not possible. Gyms may not be reserved for practices.
3. Student organizations may reserve a studio for dance rehearsals twice per semester for a 2-hour block of time for each practice. Groups within a student organization may not reserve for their individual smaller group however, the parent student group may reserve a studio for an extended period with a maximum time of 4 hours, as long as all smaller groups have access for practicing during this reserved event. These large practice times may occur twice per semester. Due to ongoing programs, most reservations must be for Friday, Saturday or Sunday.
4. Costs depend on type of event, event participants and space reserved. In general, groups will be charged for all costs incurred, including but not limited to, set ups, staffing, custodial services, and event security, when applicable.
5. University groups may reserve an outdoor information table twice per semester. There is no rental charge for an outdoor information table. The table will be set up outside the Main Lobby Entrance under the portico. If there is inclement weather, the group may cancel or reschedule but may not move the table indoors. All table materials must be in accordance with UGA Vending and Solicitation Policies.
6. To process paperwork and acquire the necessary approvals, we require a minimum notice of two weeks. Any request not providing two weeks notice will only be considered if staff time permits. Large events and general public rentals require a minimum notice of four weeks.
Ramsey Center Facility Request Form

Group/Organization: __________________________________________________________________

Event Participants: UGA Center for Student Organizations Registered Organization Members ______
UGA Group Members ______ UGA Faculty/Staff ______
Community ______

Contact Person: _______________________________   Phone:_______________________________

E-Mail Address: ______________________________________________________________________

Mailing Address: _____________________________________________________________________

City:_______________________________   State:_________    Zip: ____________________

Requested Location: __________________________________________________________________

Date(s) of Event: _____________________________________________________________________

Starting Time(s): ______________________  Ending Time(s): ___________________________

Description of Proposed Activity:________________________________________________________
____________________________________________________________________________________

Is this a fundraising event?   Yes ______   No ______

Estimated Total Attendance: Participants _____   Spectators _____
Event Staff _____   Other _____ , _____________

Requested Set-up: ____________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Statement of Understanding
I have reviewed all policies and the helpful hints located on the first page of this request form. I understand that this is only a facility request and no facilities have been reserved for my organization at this time. Notification of decision will be emailed to address listed above within ten business days. To process paperwork and acquire the necessary approvals, a minimum notice of two weeks is required. Large events and general public rentals require a minimum notice of four weeks.

_____________________________________
Signature of Contact Person

Return to: rsreserv@uga.edu
Senior Coordinator for Facility Reservations
The University of Georgia
Department of Recreational Sports
201 Ramsey Student Center
Athens, GA 30602

Rec Sports Staff:
Date received:__________
Time received:__________
By: ____________________