Rec Sports Complex Facility Request Form

Policies:
1. Activity is restricted to reserved area during reserved hours only.
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 Rec 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 and may be served in pre-approved areas. Grilling is confined to the permanent grills inside the Lake Herrick Pavilion which is available for rental.
6. The following are prohibited at the Rec Sports Complex: weapons; alcoholic beverages, illegal drugs and tobacco products; intoxicated persons; any activity or equipment that may damage facility fields, buildings and equipment; glass containers; open flames/candles; personal 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. 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 Information:
1. Student and community organizations may reserve fields or tennis courts at the complex, provided space is available. Normally, reservations may be made for only one event per academic year.
2. Space is more readily available on Fridays and Saturdays, as well as Sunday mornings. Due to ongoing programs, weekday evening events are usually not possible.
3. We strive to keep one field and a block of tennis courts available for informal rec. Practices may not be reserved, but are on a first-come, first-serve basis in these designated spaces during informal rec times.
4. Rental Rates:
   a. Fields: UGA Groups, $25/hr per field Community Group, $50/hr per field
   b. Tennis Courts: UGA Groups, $10/hr per court Community Group, $20/hr per court
   c. In addition, groups may be charged for staff, field marking, custodial services and portable restroom rental.
5. 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.**
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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:___________________