

Office of Recreation Facility Use Policies

Washington University in St. Louis and the Office of Recreation facilities are intended for the educational and recreational use by the Washington University community. When not in use for academic, athletic, or recreational programs or other University business, facilities may be used by University affiliated or public groups for recreational activities in accordance with University anti-discrimination policies and the following guidelines and rules.

- A. Washington University or the Office of Recreation shall not grant use of facilities when for any reason it is determined such use may not be in the best interest of the University, Office of Student Affairs or the Office of Recreation.
- B. Washington University is NOT responsible for accidents, injury or loss of individual property in any of its facilities.
- C. The individual or organization granted use of the facility shall be held responsible for reimbursing the University for any loss or damage to University property caused by use.
- D. No use of facilities shall be granted in such a manner as to constitute a monopoly for the benefit of any person or group; nor may University facilities be used for private or commercial gain.
- E. Permission for use of facilities will be granted upon the condition that all rules governing use of facilities will be followed. PERMISSION MAY BE REVOKED AT ANY TIME FOR FAILURE TO DO SO. These rules are subject to change by the Office of Recreational, Office of Student Affairs and Washington University.

Request Process

Application: Any person or group wishing to use a facility exclusively for a specific time and date must submit an application.

Note: All facility reservations should be received according to the following time line based on the size of the event (Exceptions require approval of the Director of Recreation):

Large events – minimum of 4 months

Multiple facilities, more than 300 participants, extensive level of organization required, high safety risk, large demand on Recreation resources.

Medium Size Events – minimum of 2 months

Limited number of facilities, more than 100 participants, moderate level of organization required, limited demand on Recreation resources.

Small Events – minimum of 1 month

Limited number of facilities, less than 100 people, limited level of organization required; little demand placed on Recreational Sports resources.

Availability: Facilities are open for use on a scheduled basis. Due to limited facilities, all requests cannot be accommodated. Requests made for afternoon and early evening hours between October and March are very difficult to accommodate.

Approval: The Recreation Facility Use Committee will review all applications and approve or deny event requests. **An application becomes a permit only upon signature of the Director of Recreation, and the applicants' receipt of a written confirmation.** After an event request is approved, a Recreation staff member will be assigned to counsel the event coordinator(s).

Sponsor/Advisor: WashU student organizations must also have a WashU faculty/staff advisor willing to serve as responsible person for the event, which may include attending meetings and attending the event.

Event Preparation

Insurance/Waiver: Users shall provide a policy certificate for liability insurance naming "The Trustees of Washington University in St. Louis" as an additional insured. Minimum coverage will be \$1,000,000 combined single limit bodily injury and property damage coverage. Users may be required to provide a Certificate of Worker's Compensation Insurance. Users shall use release of liability waivers approved by the Office of Recreation, which states the University is not responsible for any damage, injury or liability resulting from the use of the facility. Note: Washington University academic and administrative units along with Washington University Student Organizations that are registered with the Office of Student Affairs have the insurance coverage as required under this paragraph.

Promotion: Any advertising or promotion done for any event to be held at a University facility must comply with all the rules, laws and ordinances of Washington University. All applicants must obtain written permission by the University prior to any planned telecast/photograph recording of an event or activity at a University facility. Any type of promotion initiated by an applicant prior to reservation confirmation may result in loss of reservation and fees.

Supervision: A WashU Rec supervisor shall be present at all times when the facility is in use; the cost of which shall be charged to the user. The supervisor shall be responsible for the facility and have authority in all matters regarding these use rules. The function will be terminated if rules are not adhered to or are broken by the user. Any group with participants under the age of 18 shall be required to have staff-approved chaperons. No facility use permit shall be issued to an applicant under the age of 18. Pool uses require one (1) lifeguard for every twenty-five (25) people in attendance.

Security Personnel: The University or Office of Recreation may require that outside security personnel be hired. The Office of Recreation must approve the company hired, see proof of the contract, and hiring must meet staffing requirements set by WUPD. The Office of Recreation representatives may use discretion in designating an increased/decreased number of security personnel for any function, or eliminating the requirements for security personnel based solely on a group's past use of University facilities. Minimum requirements for high-risk events are one security personnel for each 100 participants. High-risk events include dances or events with a live band or amplified music.

Ambulance/EMT Coverage: The Office of Recreation may require EMT coverage (state certified ambulance provider or other approved certified personnel) and/or an ambulance on site; the cost of which shall be charged to the user.

Concessions: The Office of Recreation has the right to approve and regulate food and drink concessions. No food or drink will be allowed in the facility unless authorized by the Office of Recreation on the user's permit and as approved by the University's Environmental Health unit on a temporary food service application. On-premise sales or solicitations during a rental (i.e., programs, t-shirts, etc.) by for profit groups must relate to the event and must be approved by the Office of Recreation.

Set-up and Clean up: All set-ups of facilities will be scheduled and accomplished during rental agreement hours. Equipment must be reserved in advance. No equipment shall be removed from the facility without written permission from the Office of Recreation. All clean up not completed by the user will be completed by the University and these costs charged to the user. Decorations must be approved by the Office of Recreation. Examples of prohibited materials include cellophane adhesives, nails, screws, staples and adhesive tape. All materials must be fireproof or fire retardant. Masking tape is acceptable. Trash containers are provided by the University for applicant's use. The applicants may be responsible for emptying trashcans and facility clean up. Dumpsters are located proximate to all facilities for the applicant's placement of trashcan contents. Service vehicles (i.e., deliveries or concession equipment) shall be allowed access to specific areas as necessary to perform their service function.

Prohibitions: The use of amplification equipment of any type is expressly prohibited in or on a facility without written approval on the permit issued by the Office of Recreation. The sale or consumption of alcohol and use of tobacco products/smoking is expressly prohibited along with any other prohibitions.

Fees

Fees: Recreation staff will

- 1) be in attendance at all times
- 2) supervise all set-ups and clean-ups
- 3) operate and maintain all facility equipment, the cost of which shall be paid by the user.

Staff costs will be charged at productive hourly rate or higher for set-up labor such as field lining or equipment set-up or clean-up labor, if not performed adequately by users. Equipment costs will be charged at the rates established by the Office.

Damages: Any damages or clean-up costs associated with the use will be charged to user.

Cancellations

Cancellations by the user group: Cancellations must be made ten (10) business days prior to scheduled use for any refund of fees paid. A minimum of a 25% cancellation charge of estimated costs will be charged to cover administrative costs on all uses cancelled with less than ten (10) business days' notice.

Cancellations by the Office of Recreation: The Office of Recreation and Athletic Department reserve the right to cancel a reservation. Potential reasons for cancellations include but are not limited to a scheduling conflict, inclement weather, policies not being followed, event is deemed unsafe, or the counseling process is not followed by applicant. The University may cancel a facility use, revoking this license without notice at any time, when in its sole discretion the University determines the facility is needed for another University purpose or an emergency arises.