



Scheduling Policies and Procedures

Texas A & M University – Corpus Christi departments and recognized student organizations may request reservations for special events. Scheduling for such events is dependent upon available space, impact to existing programs, and the scope and nature of the event itself. Recreational Sports assumes responsibility for scheduling of campus sport and recreation facilities. Some facilities have limited availability for reservation due to the large number of on-going programs and/or the high-risk status of the facility.

To Request Facilities

1. A Facility Request form must be completed, signed, and submitted to the Recreational Sports Department, Dugan Wellness Center 107 or submit request online at <http://events.tamucc.edu>.
2. Deadlines for priority consideration are April 1 for the fall semester, October 1 for the spring semester, and February 1 for the summer semester. Once academic classes are scheduled, requests received after the deadlines will be handled on a first come, first served basis.
3. **Requests received less than one week prior to the date of the event will be considered dependent on facility and personnel availability.**
4. **All special requests (ex. equipment needs or field lines) for events need to be made 10 business days prior to event date.**
5. Facility requests for social functions or large sporting events must be submitted at least four weeks in advance to process work requests and notify facility users.

Recognized Student Organizations and University Departments must observe University and System policies and procedures in conducting these events.

Review and Notification

1. All requests will receive a written or electronic response.
2. Requests become confirmed upon completion of a written "Facility Request Confirmation," mailed, or emailed from Recreational Sports to the authorized representative of the requesting department or group.
3. Facility requests will be reviewed and confirmed two weeks after the deadline for each semester or on a first come first served basis after the deadlines.
4. Please note that submitting a request does not guarantee confirmation.

General Guidelines for Usage

1. The use of University facilities is a privilege, and participants are expected to be good citizens and respect the rights of others. Responsible conduct is expected and required. Individuals who engage in unacceptable behavior may have their access to facilities revoked or modified and/or be subject to University disciplinary action.
2. The premises shall be returned in the same condition as when taken. Abuse of University property will result in the forfeiture of the facility use privilege, and in other University disciplinary action, if appropriate.
3. Groups collecting money for tickets, donations, concessions, membership dues or other purposes must do so in accordance with established regulations.
4. Food and drink are permitted in activity areas only in strictly controlled circumstances. The use of cooking equipment (i.e. microwave ovens, camp stoves, grills) is prohibited unless approved through the department. All events involving catered food service must be catered through ARAMARK, University Dining Services. Recreational Sports may require a protective cover to be put down on the main gym floor for events involving food and/or street shoes. All food, trash, etc. must be removed and properly disposed of at the end of the event. Alcoholic beverages are not permitted within sport facilities.
5. Proper attire - non-marking close toed shoes and shirts must be worn in activity areas. Swim suits (no street clothes) must be worn in the pool.
6. Smoking is not permitted in University sport and recreation facilities.
7. All advertising and posting of ads must be approved in advance by Recreational Sports.
8. Supervision of the facilities and events is the responsibility of Recreational Sports. Any necessary on-site decisions will be made by departmental staff.
9. All injuries or incidents must be reported to Recreational Sports staff and necessary forms completed.
10. In the event of inclement weather, Recreational Sports will render a decision on playability of fields. As facility space is limited, contingency plans are highly recommended for outdoor events and activities.
11. Recreational Sports does not accept responsibility for lost or stolen property or injuries sustained while participating.

Fees

1. Facility use fees may be assessed for events conducted in certain facilities and those including non-University participants.
2. Events requiring additional supervision or extended hours beyond normal operating hours will be assessed fees. Recreational Sports will determine whether additional supervision is needed.
3. Events requiring services such as custodial, set-up, take-down, security will be assessed fees consistent with campus procedures.
4. Users that misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately and may have reservation privileges suspended. Fees will be assessed for any damages to University facilities or equipment.
5. At the conclusion of the event, a transfer will be issued on the account number provided, or a final bill sent to the sponsoring department or group.

Minors and Camps

1. Children (and camp participants) must be supervised at all times.
2. Children are not eligible to use weight and cardiovascular equipment.
3. Camps must provide 1 counselor for every 10 campers ages 4-12 and 1 camp counselor for every 15 campers ages 12 and above.
4. Recreational Sports will provide a facility orientation to a camp representative. Topics covered are facility orientation, equipment use, emergency procedures, and facility use guidelines.
5. Camps must provide a schedule of activities (times and locations) along with the facility request form.

Waivers

Liability waivers may be required from participants prior to using the facilities. All reservations with Non-University participants will need to contact Community Outreach at 825-2778. Recreational Sports will not confirm events until approval from Community Outreach.

Banner Policy

The Recreational Sports Department will manage the placement of all information and promotional banners in the Dugan Wellness Center (DWC). The DWC has banner spaces available for reservations which are located on the second floor railings.

Only TAMUCC student organizations or departments can reserve this space if they meet one of the following criteria:

1. Majority student participation in the event.
2. University sponsored event.
3. Related to health and wellness and will be beneficial for the participants.

All reservations need to be made through the Recreational Sports Department by submitting a facility request form. A facility request form needs to be submitted to the department. The department reserves the right to deny banner requests for events that are not appropriately aligned with the University's mission and policies, inappropriate design and/or placement.

The DWC will accommodate eight banners at one time. The banners can not be larger than 8' X 3'. Larger banners will not be considered for hanging.

Recreational Sports and Athletics are each assigned one permanent space for banner presentation because of their campus-wide programming responsibilities.

Banner spaces may be reserved for seven consecutive days. A banner can be rehung (space permitting) as long as a seven-day "break period" has elapsed.

The name of department of student group sponsoring event must be on the banner.

Recreational Sports will be responsible for the hanging and removal of all banners.

Banners will be removed by 5PM on the last day of the schedule reservation. Banners unclaimed by the closing time on the day following the end of the reservation will be discarded.

Recreational Sports accepts no responsibility for damage to or theft of banners.

The Recreational Sports Department reserves the right to modify or suspend these guidelines at any time.