

# Facility Rental Policy

Thank you for your interest in renting space from the University of South Alabama Department of Campus Recreation and Wellness (DCRW). This document outlines various policies and procedures that our Department uses to determine availability for space. It is our intent to be consistent regarding facility use and rental fees. These guidelines are subject to change by the Assistant Director and Director of Campus Recreation and Wellness.

General policies for the Student Recreation Center and all outdoor facilities within our Department are guided by our Department Handbook [found here](#).

University policy regarding sponsorship and hosting of events can be [found here](#).

## **General Use – Student Organizations & USA Departments**

- Space reserved for registered Student Organizations and University Departments is intended for currently enrolled students and/or currently employed faculty/staff members.
- USA Students or faculty/staff members may be asked to present a valid Jag Card or Employee ID for admittance to indoor facilities.
- Participation by non-USA students, non-faculty/staff members, or nonmembers of the Student Recreation Center (SRC) will have additional costs associated with rental areas, depending on the event.
- All rental groups are responsible for the behavior of their participants and guests. Groups will be held liable for any personal injury, damage, or theft to University property.
- DCRW reserves the right to dismiss any individual if their behavior jeopardizes the safety and well-being of others within the facility.
- Organized/group activities must be approved in advance by DCRW or will be subject to the discretion of on-duty management. Use of facilities for paid instructional purposes or coaching is prohibited except for recognized DCRW programs.

- Groups are responsible for any damage which occurs as a result of improper behavior or misuse of equipment/facilities during the event. Group will be billed for costs associated with any special cleaning or maintenance required from damages.
- Groups are responsible for ensuring trash is disposed of properly upon conclusion of the event or additional fees will be charged.
- Additional needs must be discussed prior to events. There may be an additional charge for this equipment.
- Only submitted requests will be considered. Drop-in and phone reservations are not accepted.
- DCRW reserves the right to reschedule or cancel any reserved space when warranted (maintenance, weather, etc.).
- Groups that misuse facilities or violate policies of USA or DCRW will result in the loss of scheduling privileges.
- Except service animals, no animals are permitted at any DCRW facility.

### **Food Use – Student Organizations & USA Departments**

- Aramark has exclusive catering rights to the University. Aramark may, at its sole discretion, provide written permission to organization/individual to bring their own food and/or beverages provided it is not catered by a third party.
- In the event Aramark allows a sponsor to bring food and/or beverages not catered by Dining Services, the sponsor will be responsible for and will hold harmless and indemnify the University, its officers, trustees, servants and assigns, from any and all liability resulting from the serving of such food and/or beverage. Alcoholic beverages are not allowed in the Student Recreation Center or any DCRW facility.

## **Specific Facility Policy**

### 5K Course

- The Jag 5K Course begins at the SGA Pavilion and runs around the lake on the University of South Alabama campus and back to the SGA Pavilion.
- Restroom access can be provided at Hancock Whitney Stadium. Please advise within request if needed. Use of stadium restrooms is solely dependent upon event scheduling at the stadium. The requestor will be responsible for any additional costs associated with restroom access.
- Aramark has exclusive catering rights to the University. Aramark may, at its sole discretion, provide written permission to an organization/individual to bring their own food and/or beverages provided it is not catered by a third party.
- In the event Aramark allows a sponsor to bring food and/or beverages not catered by Dining Services, the sponsor will be responsible for and will hold harmless and indemnify the University, its officers, trustees, servants and assigns, from any and all liability resulting from the serving of such food and/or beverage. Alcoholic beverages are not allowed in the Student Recreation Center or any DCRW facility.
- USA Auxiliary Police are required for all 5K Course Reservations. Please [click here](#) to book.

### Intramural Track

- The sidewalk track at the Intramural Sports Complex is a .65 mile circular track.
- Restroom access is provided. The restrooms are located on the west side of the Intramural Field House.
- Electricity access is limited. Power can be directed from the Intramural Field House with notice.
- USA Auxiliary Police may be required for your event. Please [click here](#) for more information.

### Glenn Sebastian Nature Trail

- The Glenn Sebastian Nature Trail has a 1 mile, 1.5 mile, 2 mile, and 5K Course, all outlined via maps located within the wooded area.
- There is no restroom access provided at the Glenn Sebastian Nature Trail.
- USA Auxiliary Police may be required for your event. Please [click here](#) for more information.

## **Birthday Parties for Kids (Ages 15 and under)**

Kid's Birthday Parties have fixed date and time restrictions dependent on the Academic Calendar as well as the Departmental Event Calendar.

Assumption of Risk: Physical activity, by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The Department of Campus Recreation at the University of South Alabama has facilities for and provides for activities such as weightlifting, running, aerobic activities, classes and sporting activities. Some of these involve strenuous exertions of strength using various muscle groups, some involve quick movements involving speed and change of direction, and others involve sustained physical activity which places stress on the cardiovascular system. The specific risks vary from one activity to another, but the risks range from minor injuries such as scratches, bruises, and sprains to major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to catastrophic injuries including paralysis and death.

### **Party Types:**

#### **Climbing Wall:**

- Access to the Student Recreation Center Rockwall, privately, for the two-hour allotted time.
- Capacity within the Rockwall – 16 (including any non-climbers).
- Access to the Indoor Soccer Court, privately, for the two-hour allotted time.
- Set up of 3 tables and up to 30 chairs for food and cake, inside of the Indoor Soccer Court corner.
- Trash cans and additional bags for easy clean up.
- Access to sports equipment for party participants.

#### **Outdoor Pool:**

- Access to the Student Recreation Center Outdoor Pool & Pool Deck.
- Events scheduled during open building hours will not be private and other members will have access to the pool and pool deck during that time.
- 3 tables and additional deck chairs will be provided to the host for food and cake.
- Trash cans and additional bags for easy clean up.
- Access to pool toys for party participants.

**Outdoor Volleyball/Outdoor Basketball Court/Intramural Field:**

- Access to the Outdoor Volleyball, Outdoor Basketball, and Intramural Field area.
- Access to the Intramural Field House with 4 tables and chairs for food and cake.
- Access to outdoor bathrooms for the event.
- Trash cans and additional bags for easy clean up.
- Access to sports equipment for party participants.

**Please Note:**

- Parties requested outside of the allotted party hours may come with an additional cost for staffing.
- The primary hosts membership to the Student Recreation Center determines the cost of the event.
- Non-members of the Student Recreation Center must have a member of the Student Recreation Center, student at the University of South Alabama, or faculty/staff member of the University of South Alabama make the initial request for their event.
- Food may be purchased and brought into the facility for events. Restaurants of any kind may not cater events within the Student Recreation Center without written consent from Aramark Food Services.