

## Springfield College

### ATHLETICS & RECREATION FACILITY SCHEDULING POLICIES AND PROCEDURES

Springfield College facilities are highly utilized and after academic, athletic and co-curricular activities are scheduled, available space is extremely limited, especially parking facilities. **NOT** all requests will be automatically approved.

#### 1. Scope and Purpose:

- A. To improve efficiency and consistency in handling reservation requests.
- B. In addition this model will:
  - Minimize scheduling conflicts throughout the campus community.
  - Aid in the coordination of academic and non-academic scheduling priorities.
  - Establish and maintain consistent scheduling policies, procedures and priorities.
  - Establish and maintain consistent rental fees and contracts for rental of facilities providing appropriate revenue to offset expenses associated with facility maintenance.
  - Increase the degree of campus wide communication relative to scheduling.
  - Increase the degree of campus awareness with regard to campus events.
  - Provide a designated liaison to the local community with regard to scheduling and approval of programs and events.
  - Increase the efficient use of campus facilities resulting in revenue opportunities for the college.
  - Provide efficient and timely information regarding campus events to support departmental planning.

#### 2. Scheduling Priority:

- A. Facility requests are granted on a priority basis, once academic and co-curricular scheduling is complete.
- B. Priority for scheduling of space:
  - Academic classes.
  - Major institutional events (Commencement, Open Houses, Homecoming, Family & Friends, Reunion, Opening Weekend etc.).
  - Intercollegiate Athletic Contests.
  - Intercollegiate Athletic Practices.

- Campus Recreation events.
- Departmental and college institutional programs/events (including team fundraisers).
- College co-sponsored activities.
- External requests.

\*Exceptions may be made with institutional support

C. Approval of Facility Requests is Based on:

- Does it meet the college's mission?
- Respect for quality of student life.
- Availability of facility and staffing capability of Springfield College.
- Scheduling priority.
- Size and scope of event vs. available college resources
- Appropriateness and general feasibility of the requested facility for the requested activity/use.
- Potential conflict with other scheduled campus activities, including parking and campus support service availability.
- Commitment from the individual or group making the request to fulfill all necessary requirements, including required documentation and approval of other departments.
- Risk/Safety/Supervision requirements

3. **How to Reserve Space for athletics/recreation facilities:**

- A. Campus Recreation (748-3445) will coordinate scheduling of all indoor and outdoor athletic/recreation facilities. (pavdoulos@spfldcol.edu)
- B. The Office of Special Programs (748-5287) ([specialprograms@spfldcol.edu](mailto:specialprograms@spfldcol.edu)) will serve all off campus reservation requests for space while communicating with the responsible departments and adhering to the institution's scheduling priorities.

4. **How to reserve other campus spaces:**

- C. The Office of the Registrar will schedule all classroom spaces. After classes have been scheduled the space is released for scheduling based on institutional priority.
- D. Green spaces, Student Union and Fuller Arts are reserved by the Office of Student Activities (748-3144).
- E. Marsh Chapel is scheduled by the Director of United Campus Ministries (748-3210).
- F. East Campus facilities are scheduled by the Director of East Campus (750-5011).
  - Facilities not available for reservation include:
    - Wellness Center fitness areas and multipurpose rooms.
    - Strength and Conditioning.

- Science Labs.
- Alden Center for Interactive Learning.
- Visual Arts Classrooms.
- Schoo Bemis Science Center.

- G. Event Approval: Space availability is not an automatic indicator that an event request will be approved. The Athletic Director and Director of Campus Recreation will recommend approval/non-approval of off campus reservation requests for athletic/recreation facilities. The Director of Special Programs will advise the AD and DCR regarding potential support/resources involving requests.
- H. All Athletic Fundraising Events must be approved by the Athletics Director in conjunction with the the Vice President of Institutional Advancement. All other fundraising events must be approved by the appropriate Vice President in collaboration with the Vice President of Institutional Advancement.
- I. Closed weekends:
- Homecoming, Reunion, Friends and Family, Open Houses and Opening Weekend.

## 5. **Co-Sponsorship:**

- A. There may be times when a campus department may wish to co-sponsor an event or activity with a non-college organization. In these cases, the co-sponsoring department must have a logical relationship to the event or activity in question. A fee waiver request may also be requested in this circumstance, using the approval process described in Section 6. A contract must be signed with the non-college organization and that organization must provide proof of non-profit status and the required liability insurance, In addition, the campus co-sponsor has the following responsibilities:
- Campus Co-Sponsor must agree to be present at the event and enforce terms and conditions of use of the facility
  - Campus Co-Sponsor or non-college organization must agree to pay any labor or equipment use charges that arise from the event.
- B. Use of the college logo must be approved by Marketing and Communications. Non college groups are not allowed to use the college logo.

## 6. **Use of Facilities by External Groups:**

### A. Rental Fees:

- Rental rates are set by the college and fees are charged for all non-college events/activities. In general, rental fees include use of facilities “as is”. The college may also require reimbursement for direct costs

including, but not limited to, labor and equipment use. Additional expenses will be defined in advance and included on the contract. Food service arrangements must be contracted with the college's food service vendor.

- Non-college users, including those involved with a campus co-sponsor, are required to sign a contract with the college.
- Supervision recommendations- Supervision recommendations will be used by the college and based on national standards for athletic/recreation facilities and can and will range from a ratio of 1 to 10 or 1 to 15 for pool usage depending on level of swimmers and a 1 to 20 or 1 to 30 ratio for gymnasium and field space use. A \$12.00/hr cost per staff member will be included in the rental agreement. These will be staff members of the college.
- Rental Requests - Springfield College requires facility reservation requests 2 weeks in advance of a potential event.
- Rental agreements are issued by the Office of Special Programs but approved only by the college Vice President of Finance and Administration, President, or Bursar.
- An equipment use/depreciation fee of 10% will be included in the rental cost for use of any recreation/athletic equipment.

#### **7. How to request a Waiver of Rental Fees:**

- A. All requests for waiver or reduction of rental fees are to be made in writing through the Office of Special Programs and will be approved by the Vice President for Administration and Finance or designee. This request may be approved after consultation with the Director of Community Relations, Director of Athletics, Director of Campus Recreation, Director of Conferences and Special Events and/or the appropriate Department Head. Requests are reviewed individually; therefore, ongoing, multiple weekly, monthly, or yearly events are not automatically renewed.
- B. If these procedures are not followed, the entire event may be canceled and/or future events will not be allowed. Employees who disregard proper procedure may be subject to disciplinary action.
- C. The requesting organization agrees that if a fee waiver is granted, the user will be responsible for direct charges incurred by the college, including, but not limited to, Food Service/Catering, Public Safety, set up and custodial labor, event management, supervision and use of equipment.
- D. The following criteria will be considered when reviewing fee waiver/fee reduction requests:
  - The requesting organization must have official non-profit status and provide proof of such.
  - The activity must have an educational or public-service component.
  - The request must be made not less than 60 days prior to the event date(s).

- The requesting organization must show it is not financially feasible to pay the standard rental fee.
- The requested activity/event must be of a nature that is consistent with the mission of the college.
- It must be demonstrated that the College will benefit in one or more of the following areas:
  - Public Relations/Institutional Visibility.
  - Student Recruitment (except as prohibited by current NCAA Regulations concerning recruitment of student athletes).
  - Faculty/staff recruitment.
  - Support of institutional programs.

**8. Unauthorized Use:**

- A. Any unauthorized group or activity is subject to removal by the department of Public Safety.

Terms and conditions of contracts and specific policies will be communicated to the potential renter during the reservation process by the Office of Special Programs and the Department of Campus Recreation.