

**SAM HOUSTON STATE UNIVERSITY  
DEPARTMENT OF CAMPUS RECREATION  
FACILITY RESERVATION POLICIES AND PROCEDURES**

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**Campus Recreation:** [www.shsu.edu/dept/campus-recreation/](http://www.shsu.edu/dept/campus-recreation/)      **Contact Info:** 936-294-2267/[recreservations@shsu.edu](mailto:recreservations@shsu.edu)

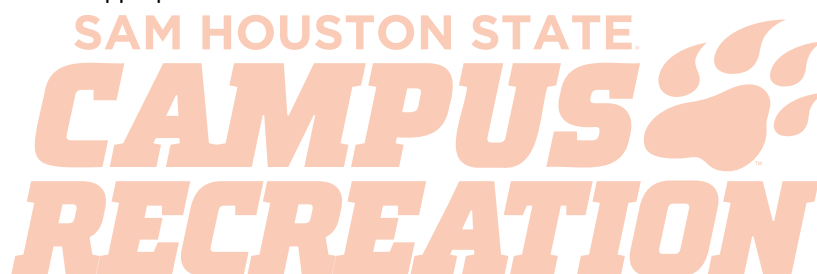
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**Reservation Procedure:**

1. Reservation **must be completed 5 business days** prior to the scheduled reservation date to be considered.
2. Request a reservation by submitting the Online Facility Reservation Form found at <https://www.shsu.edu/dept/recreational-sports/facilities/#>. All information requested must be complete, including event description, equipment needed, signatures, etc. before reservation requests may be considered.
3. Reservations submitted **before the 12th class day** will not be finalized until the date has passed.

**The Campus Recreation Center Policies:**

1. All groups sponsoring any activity in Campus Recreation facilities must comply with all University policies and regulations, as well as with any applicable federal, state and local laws.
2. Facilities must be used for the purpose specified on the Facility Reservation form. The Department of Campus Recreation reserves the right to cancel any reservation should it be deemed necessary or unsafe. Additional groups that are not specified on the Facility Reservation Form are prohibited.
3. The Department of Campus Recreation will determine all staffing needs, including police services when necessary. The group may be charged a fee for additional staffing required for the event. The group will be responsible for making arrangements for University Police and may be asked to make a payment directly to University Police Department.
4. The possession and/or use of alcohol, tobacco, and drugs are prohibited in all Campus Recreation facilities, including the outdoor facility areas.
5. The individual whose name appears on the Facility Reservation form will be responsible for any additional or unusual expenses incurred by the University or the Department resulting from the activity as well as the behavior of all participants.
6. Facility Supervisors have full authority to ask participants to leave the facility if the participant's conduct necessitates such action. Failure to abide by the policies and regulations established by the Department of Campus Recreation may result in the loss of facility reservation and/or program privileges.
7. If the group fails to show up within (30) thirty minutes of their reservation time, the reservation becomes canceled.
8. The Department of Campus Recreation is not responsible for any lost or stolen articles. All lost and found items may be claimed at the Membership Services Desk. Lost items are kept at The CRC for seven days.
9. Organizations and departments must be approved prior to holding an event in The CRC intended to make a profit for them.
10. Area Specific Policies:
  - a. Multipurpose Room/Meeting Room
    - i. No projectiles are permitted.
    - ii. Music at an appropriate level is allowed.
    - iii. No food or drink is permitted within the room.
    - iv. Two or more participants must be in attendance to reserve area.
  - b. Gym Space:
    - i. No food or drink is permitted on the courts.
    - ii. Belongings are not permitted on the floor.
    - iii. Attire that can cause damage to the equipment or space is not allowed.
    - iv. No music of any kind is allowed on the courts unless approved by Operations Leadership
  - c. Group Fitness Studio
    - i. Weights from outside the studio are prohibited.
    - ii. Removing equipment from the studio is prohibited.
    - iii. Two or more participants must be in attendance to reserve area.
    - iv. Music at an appropriate level is allowed



**SAM HOUSTON STATE UNIVERSITY  
DEPARTMENT OF CAMPUS RECREATION  
FACILITY RESERVATION FORM**

FOR OFFICE USE ONLY:

Name of Applicant: \_\_\_\_\_ SAM ID #: \_\_\_\_\_

Organization/Group: \_\_\_\_\_ Type/Name of Event: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Duration of Event: \_\_\_\_\_ TO \_\_\_\_\_ AM/PM

Estimated Attendance: \_\_\_\_\_ Equipment Requested: \_\_\_\_\_

(Example: basketballs, volleyballs, racquets, racquetballs, etc.)

Non-current SHSU student/faculty/staff attendees

Gym Set Up Requested: \_\_\_\_\_

(Example: net, goals up or down, divider up or down, etc)

Description of Event:

\_\_\_\_\_

\_\_\_\_\_

**FACILITIES REQUESTED:**

Campus Recreation Center	Satellite Facilities
<input type="checkbox"/> Basketball Court _____ Quantity	<input type="checkbox"/> McAdams Tennis Courts _____ Quantity
<input type="checkbox"/> Volleyball Court _____ Quantity	<input type="checkbox"/> Lights
<input type="checkbox"/> Racquetball Court _____ Quantity	<input type="checkbox"/> Sand Volleyball Courts _____ Quantity
<input type="checkbox"/> Gym 3	<input type="checkbox"/> Lights
<input type="checkbox"/> Multipurpose Rm	
<input type="checkbox"/> Studio 1	
<input type="checkbox"/> Studio 2	
<input type="checkbox"/> Rock Wall/Boulder	
<input type="checkbox"/> Pool	
<input type="checkbox"/> Meeting Room <input type="checkbox"/> Small <input type="checkbox"/> Large	

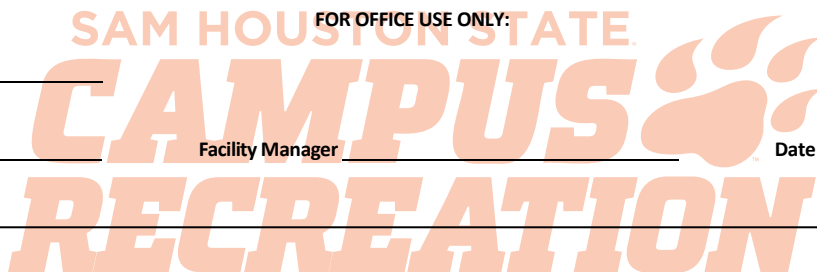
I have read and understand the Reservation Procedures.

I have read and understand the Campus Recreation Policies and Procedures.

I understand that this form is a request for a Campus Recreation rental and the completion of this form does not guarantee my rental request. By submitting this form I acknowledge I have read and understand the reservation procedures and facility use policies and agree to comply with all written and posted policies of the Department of Campus Recreation, Sam Houston State University, and the State of Texas.

\*Both boxes must be checked in order to receive reservation approval\*

FOR OFFICE USE ONLY:		
Reservation Approved _____		
Reservation Denied _____	Facility Manager _____	Date _____



**SAM HOUSTON STATE UNIVERSITY  
DEPARTMENT OF CAMPUS RECREATION**

	<b>SHSU Student Organization</b>	<b>SHSU Group/Function</b>	<b>Non-SHSU Group/Function</b>
<b><u>The Campus Recreation Center</u></b>			
<b><i>Operational Hours</i></b>			
MP/Studio/Meeting Room	\$0.00/ Hour	\$0.00/ Hour	\$30.00/ Hour
Basketball Court	\$0.00/ Hour	\$0.00/ Hour	\$50.00/ Hour
McAdams Tennis Courts	\$0.00/ Hour	\$0.00/ Hour	\$30.00/ Hour
Sand Volleyball Courts	\$0.00/ Hour	\$0.00/ Hour	\$30.00/ Hour
Gym 3	\$0.00/ Hour	\$0.00/ Hour	\$100.00/ Hour
<b><i>Non-Operational Hours</i></b>			
MP/Studio/Meeting Room	\$30.00/ Hour	\$35.00/ Hour	\$60.00/ Hour
Basketball Court	\$50.00/ Hour	\$55.00/ Hour	\$80.00/ Hour
McAdams Tennis Courts	\$0.00/ Hour	\$0.00/ Hour	\$55.00/ Hour
Sand Volleyball Courts	\$0.00/ Hour	\$0.00/ Hour	\$55.00/ Hour
Gym 3	\$100.00/ Hour	\$105.00/ Hour	\$130.00/ Hour
			*Price includes 2 staff members*
<b><u>Sand Volleyball Court Fees</u></b>			
Lights	\$40 total for first 2 hours/ \$15/hour each additional hour (2 hour minimum)		
<b><u>Additional Staff</u></b>			
	If required: \$15/hr/staff		
<b><u>Cleaning Charges</u></b>			
	Minimum \$25 fee		

\*Cleaning charges are applied if the room is left in poor condition, if department equipment is used, or if any equipment is damaged\*

\*\*All prices are at base fee, additional fees may apply\*\*

\*\*\*Fees are subject to change\*\*\*

FOR OFFICE USE ONLY:			
Facility Rate \$ _____	X	_____ = _____	Deposit Received _____
Additional Fees \$ _____		_____ = _____	Balance Received _____
		Total Fees _____	Paid in full _____ Date _____

Last Revised: 8/08/2023

Please save this form and e-mail it to  
[recreservations@shsu.edu](mailto:recreservations@shsu.edu)

