

**SAM HOUSTON STATE UNIVERSITY**  
**DEPARTMENT OF RECREATIONAL SPORTS**  
**FACILITY RESERVATION POLICIES AND PROCEDURES**

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**Recreational Sports:** RSC Room 162

**Contact Info:** 936-294-1985/ [www.shsu.edu/recsports](http://www.shsu.edu/recsports)

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**Reservation Procedure:**

1. Please check the Recreational Sports calendar at [www.calendarwiz.com/bearkatrec](http://www.calendarwiz.com/bearkatrec) for availability.
2. Reservation **must be completed 2 business days** prior to the scheduled reservation date to be considered.
3. Request a reservation by submitting the Online Facility Reservation Form found at <http://www.shsu.edu/dept/recreational-sports/informal/reservations.html#> or by completing a Facility Reservation Form in office 162. All information requested must be complete, including event description, equipment needed, signatures, etc. before reservation requests may be considered. Club Sports requests might need additional time due to additional approvals.

**Recreational Sports Center (RSC) Policies:**

1. All groups sponsoring any activity in Recreational Sports 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 Recreational Sports 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 Recreational Sports 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 Recreational Sports facilities, including the outdoor facility areas.
5. Proper clothing is required for specific areas to insure the safety of the participants and longevity of equipment and facilities.
6. Close toe/heel rubber soled shoes are the only permissible footwear allowed on the racquetball and gymnasium floors. Shoes must be worn by all participants, unless previously approved (i.e. MP3).
7. 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.
8. 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 Recreational Sports may result in the loss of facility reservation and/or program privileges.
9. If the group fails to show up within (30) thirty minutes of their reservation time, the reservation becomes cancelled.
10. The Department of Recreational Sports is not responsible for any lost or stolen articles. All lost and found items may be claimed at the Member Services Desk. Lost items are kept at the RSC for seven days.
11. Organizations and departments must be approved prior to holding an event in the RSC intended to make a profit for them.
12. Area Specific Policies:
  - a. MP1
    - i. Appropriate shoes must be worn at all times, I.E. closed toe/heel and rubber soles. No heels, tap shoes, or other shoes that may damage the floor are acceptable.
    - ii. Equipment within the room is the property of Recreational Sports/SHSU Health & Kinesiology Department and should not be disturbed.
    - iii. Music at an appropriate level is allowed within MP1.
    - iv. No projectiles are permitted.
    - v. No food or drink is permitted within the room.
  - b. MP3
    - i. Shoes are not permitted on the mats.
    - ii. No projectiles are permitted.
    - iii. Music at an appropriate level is allowed within MP3.
    - iv. No food or drink is permitted within the room.
  - c. Volleyball/Badminton/Basketball Courts:
    - i. No food or drink is permitted on the courts.
    - ii. Belongings are not permitted on the floor. Please store belongings in the provided lockers.
    - iii. Proper attire must be worn at all times including shoes.
    - iv. Dunking is never permitted. There are no warnings.

**SAM HOUSTON STATE UNIVERSITY  
DEPARTMENT OF RECREATIONAL SPORTS  
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, racquet balls, etc.)

Non-current SHSU student/faculty/staff attendees

Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FACILITIES REQUESTED:**

Recreational Sports Center	Satellite Facilities
Basketball Courts _____Quantity	McAdams Tennis Courts _____Quantity
Volleyball Courts _____Quantity	Lights _____
Racquetball Courts _____Quantity	Sand Volleyball Courts _____Quantity
Multipurpose Rm. #1 _____	Lights _____
Multipurpose Rm. #3 _____	
Rock Wall _____	
Boulder _____	
Pool _____	

I have read and understand the Reservation Procedures.

I have read and understand the Recreational Sports Policies and Procedures.

I understand that this form is a request for a Recreational Sports 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 Recreational Sports, 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 _____

