

**SHSU – DEPARTMENT OF REC SPORTS
UNIVERSITY & NON-UNIVERSITY GROUP/FUNCTION
FACILITY RESERVATION FORM**

Recreational Sports: RSC Room 162

Contact Info: 936-294-1985/ www.shsu.edu/recsports

Reservation Procedure:

1. Determine if the desired event is a University Function, hosted by a recognized SHSU student, staff, or faculty group. Request the appropriate reservation form, based on the nature of the group/function. Club Sports must also complete a Club Sports Request form, as well as the Johnson Coliseum.
2. Request a reservation by completing the appropriate Facility Reservation Form and returning it to the Recreational Sports Office in RSC Room 162. All Information requested must be complete, including event description, equipment needed, signatures, etc., before reservation requests may be considered.
3. Equipment needed (i.e. sports equipment, lights, restroom facilities, etc.), must be requested at the time of facility reservation. A charge may apply for various equipment and services. A valid SHSU ID card or driver's license is required to reserve equipment. Non-University groups will have a charge.
4. Approval of reservation requests is by Facility Manager ONLY.
5. Failure to confirm the reservation at least 2 business days prior to the scheduled reservation date will result in cancellation of the reservation.
6. Recreational Sports reserves the right to cancel a reservation for an outdoor facility in the event of inclement weather.
7. Please check the Rec. Sports calendar at www.calendarwiz.com/bearkatrec for availability.

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. Recreational Sports programs, academic classes, and special events have priority for use in all areas of the facilities.
3. The Department of Recreational Sports reserves the right to cancel any reservation should it be deemed necessary by the office. Facilities must be used for the purpose specified on the Facility Reservation Form. Additional groups that are not specified on the Facility Reservation Form are prohibited.
4. The Department of Recreational Sports will determine all staffing needs, including police services when necessary. The number of staff personnel required will be dependent upon the nature of the activity.
5. In cases where a group requires University Police Department personnel, the group will make arrangements for services and may be asked to make a payment directly to UPD.
6. Any additional or unusual expenses incurred by the University or the Department resulting from the activity shall be the responsibility of the user. Any damage to property or equipment will result in repair and/or replacement costs being charged to the group or organization. The individual whose name appears on the Facility Reservation Form will be responsible for these fees.
7. All users of Recreational Sports facilities are expected to be courteous, responsible, and safety-conscious at all times. Horseplay is not permitted. 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.
8. The possession and/or use of alcohol, tobacco, and drugs are prohibited in all Recreational Sports facilities, including the outdoor facility areas.
9. Assigned Recreational Sports personnel will remain in the contracted activity area for (30) thirty minutes after the beginning time of the reservation. If the group fails to show up during that period of time, the Rec. Sports personnel will leave.
10. Eating and drinking within the building is permitted in designated areas only. Gum chewing is not permitted in any area of the RSC. All trash should be deposited in the proper waste receptacles.
11. Court shoes are the only permissible footwear allowed on the racquetball and gymnasium floors. Shoes must be worn by all participants, unless in a specifically designated area (i.e. Multipurpose Room).
12. Proper clothing is required for specific areas to insure the safety of the participants and longevity of equipment and facilities. Denim is not allowed in the weight room area. A towel is also required in the weight room area.
13. 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 for 30 days.
14. There are age limitations in certain areas.
 - 16 + all usage with a sponsor.
 - 12+ All but weight room and group fitness classes.
 - 11- Not allowed except for pool and rock wall. (Direct supervision at all times.)

Intramural and Pritchett Field Complexes:

1. The Department of Recreational Sports reserves the right to cancel any reservation in the event of inclement weather or any situation that may jeopardize safety or field care. Please observe posted signs indicating that fields are closed to activity.
2. Vehicles, pets, fires, glass bottles, and hitting golf balls are not permitted on the fields or the surrounding areas.
3. Keys for field lights will not be given to non-departmental personnel under any circumstances.
4. Fields, sidelines, dugouts, restroom facilities, and parking areas must be cleared of any trash and debris immediately following use. Failure to clean the area will result in the loss of future field use and privileges and may result in additional clean-up charges.

I agree to the terms and conditions of this document above.

Applicant Signature: _____

Date: _____



**UNIVERSITY & NON-UNIVERSITY GROUP/FUNCTION
FACILITY RESERVATION FORM
Sam Houston State University - RECREATIONAL SPORTS**

Name of Organization/ Group/ N/A: _____

Type/Name of Event: _____ Estimated Attendance: _____

Name of Applicant: _____ SAM ID #: _____

Phone #: _____ E-mail: _____

Address: _____

Alternate Contact: _____ Phone #: _____

Organization Advisor: _____ Phone #: _____

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

Equipment Requested: _____

(Example: basketballs, volleyballs, racquets, racquet balls, etc.) For Coliseum equipment please see Coliseum administration.

PRICING:

Recreational Sports Center and RSC Pool

*Please see website for Operation hours. Operation hours are subject to change at any time.	SHSU Student Organization	SHSU University Group/ Function	Non-SHSU University Group/Function
Operational Hours	RSC - \$ 0.00/ Hour	RSC - \$ 0.00/ Hour	RSC - \$ 30/ Hour
Non- Operational Hours	RSC - \$20/ Hour Pool - \$ 20/ Hour	RSC - \$20/ Hour Pool - \$ 40/ Hour	RSC - \$ 50/ Hour Pool - \$ 80/ Hour

*Fee is for each basketball court, indoor volleyball courts, multipurpose room, and tennis courts.

*Additional lifeguard fee \$ 10/ Hr, three guard minimum REQUIRED.

Intramural Field & Pritchett Field Complex

SHSU Student Organization	SHSU University Group/ Function	Non-SHSU University Group/Function
\$ 0.00/ Hour	\$ 0.00/ Hour	\$ 50/ Hour

*Fee is for each field and sand volleyball courts per hour.

*ALL HOURS BASED ON AVAILABILITY!

Additional IM/Pritchett Fees

Lights	\$ 30/ Hour per field
Field Striping	Varies by sport or event.
▪ Soccer	\$ 45.00
▪ Softball	\$25.00
▪ Football	\$60.00

*All other field markings will be charged \$ 4.50 per can of paint.

Johnson Coliseum

Hours Requested	Building Rental
Operational Hours – 8am – 5pm Weekdays	\$ 94/ Hour
Non-Operational hours – 5pm – 8am Weekdays & Weekends	\$ 114/ Hour

*See Coliseum Administration for any additional fees.

Outdoor Pricing

*Contact Steve Thompson @ 936-294-3656

FACILITIES REQUESTED:

Recreational Sports Center	Intramural Fields	Other Facilities
<input type="checkbox"/> Basketball Courts _____ Quantity <input type="checkbox"/> Volleyball Courts _____ Quantity <input type="checkbox"/> Racquetball Courts _____ Quantity <input type="checkbox"/> Multipurpose Rm. #1 <input type="checkbox"/> Multipurpose Rm. #2 <input type="checkbox"/> Multipurpose Rm. #3	<input type="checkbox"/> Field #1 <input type="checkbox"/> Lighted <input type="checkbox"/> Field #2 <input type="checkbox"/> Lighted <input type="checkbox"/> Field #3 <input type="checkbox"/> Lighted	<input type="checkbox"/> Pool <input type="checkbox"/> Pritchett Lower Field <input type="checkbox"/> Lighted <input type="checkbox"/> Pritchett Upper Field <input type="checkbox"/> McAdams Tennis Courts _____ Quantity <input type="checkbox"/> Sand Volleyball Courts _____ Quantity <input type="checkbox"/> Johnson Coliseum <input type="checkbox"/> Rock Wall <input type="checkbox"/> Boulder

I have read and understand the reservation procedures and facility use policies and agree to comply will all written and posted policies of the Department of Recreational Sports, Sam Houston State University and the State of Texas.

Applicant's Signature: _____

Date: _____

Advisor's Signature: _____

Date: _____

FOR OFFICE USE ONLY

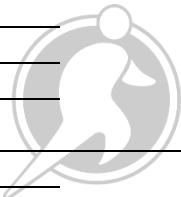
Date Received _____ Facility Rate \$ _____ X _____ = _____

Reservation Approved _____ Additional Fees \$ _____ = _____

Reservation Denied _____ **TOTAL FEES** = _____

Facility Manager: _____ Deposit Received _____

Date: _____ Balanced Received _____



**RECREATIONAL
SPORTS** || SAM HOUSTON
STATE UNIVERSITY