

**UNIVERSITY GROUP/FUNCTION  
FACILITY RESERVATION FORM**

*Recreational Sports \* HKC Room 162 \* 936-294-1985 \* [www.shsu.edu/recsports](http://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.
2. Request a reservation by completing the appropriate Facility Reservation Form and returning it to the Recreational Sports Office in HKC 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 valid SHSU ID card or driver's license is required to reserve equipment. Outside groups will have a charge.
4. Approval of reservation requests is by the 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](http://www.calendarwiz.com/bearkatrec) for availability.

**Usage Fees:**

The following fees will be charged for the use of Recreational Sports facilities.

**HEALTH & KINESIOLOGY CENTER**

	Student Organizations	University Group	Non-University Group
During Operational Hours	\$0	\$0	\$30/hr
Outside Operational Hours	\$20/hr	\$20/hr	\$50/hr

**(Outside operation Hours) HKC POOL**

Student Organizations	SHSU Departments	Non-University Group
\$20/hr	\$40/hr	\$80/hr

\* Additional staff fee

- Fee is for each basketball/volleyball/racquetball court each hour
- Fee applies to Multipurpose Room and Weight Room
- Fee is for Racquetball Courts or Tennis Courts each hour
- Includes restroom facilities

**INTRAMURAL FIELD COMPLEX & PRITCHETT FIELD COMPLEX  
SAND VOLLEYBALL COURTS**

**ADDITIONAL FEES**

**ALL HOURS  
BASED ON  
AVAILABILITY**

UNIVERSITY GROUP	NON-UNIVERSITY GROUP
\$0	\$50/hr

LIGHTS	\$30 / hour per field
RESTROOM FACILITIES	\$25 per day
<u>FIELD STRIPING</u>	Varies by sport / event*
*Soccer	\$45
*Softball	\$25
*Football	\$60

**For reservation information for IM Fields, Holleman Field, and Pritchett Complex Contact 294-1985 or 294-1967**

Fee is for each field, each hour

- Fee is for 1-2 Sand Volleyball Courts each hour
- All other field marking will be charged per can use at \$4.50 per can
- Recreational equipment is available for check-out for university groups/function

**Recreational Sports Facility 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. The number of staff personnel required will be dependent upon the nature of the activity.
5. Any Additional or unusual expenses incurred by the University or the Department resulting from an 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.
6. In cases where a group requires University Police Department personnel, the group will make arrangements for services and payment directly to UPD. Certain events may require this service.
7. All users of Recreational Sports facilities are expected to be courteous, responsible, and safety-conscious at all times. Disorderly conduct will not be tolerated, and violators will be subject to arrest. Horseplay is not permitted.
8. The possession and/or use of alcohol, tobacco, and drugs are prohibited in all Recreational Sports facilities, including the outdoor facility areas.

**All injuries should be reported to a Recreational Sports employee immediately. Recreational Sports personnel will complete an Injury Report and determine if further care or assistance is required. If a participant is injured and does not have transportation, then UPD or an ambulance will be notified to assist. In the event a Recreational Sports employee is not available, UPD should be notified at 936-294-1000, in case of emergency.**

### **Health and Kinesiology Center**

1. 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.
2. Facility supervisors have full authority to ask participants to leave the facility if the participant's conduct necessitates such action. All participants must obey the requests of the Recreational Sports staff. 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.
3. Eating and drinking within the building is permitted in designated areas only. Gum chewing is not permitted in any area of the HKC. All trash should be deposited in the proper waste receptacles.
4. 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).
5. 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.
6. All lost and found items may be claimed in the Recreational Sports Office in HKC Room 162. Lost items are kept for 30 days and then forwarded to UPD, if unclaimed. The Department of Recreational Sports is not responsible for any lost or stolen articles.
7. There are age limitations in certain areas.

### **Intramural & 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.

**FACILITY RESERVATION FORM**  
**UNIVERSITY GROUP FUNCTION**  
**Sam Houston State University**  
**RECREATIONAL SPORTS**

Name of Organization \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Student ID # \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_

Organizational Advisor \_\_\_\_\_ Phone \_\_\_\_\_

Name of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ AM/PM End Time \_\_\_\_\_ AM/PM

**Facility(ies) Requested:**

Health & Kinesiology Center

Intramural Fields

Pools

\_\_\_\_ Basketball Courts \_\_\_\_ Qty.

\_\_\_\_ Field 1 \_\_\_\_ Lighted

\_\_\_\_ HKC Pool

\_\_\_\_ Volleyball Courts \_\_\_\_ Qty.

\_\_\_\_ Field 2 \_\_\_\_ Lighted

\_\_\_\_ Coliseum (see rates)

\_\_\_\_ Racquetball Courts \_\_\_\_ Qty.

\_\_\_\_ Field 3 \_\_\_\_ Lighted

\_\_\_\_ Indoor Track

\_\_\_\_ Multipurpose Room 1

Pritchett Lower Field \_\_\_\_ Lighted

\_\_\_\_ Multipurpose Room 2

Mc Adams Tennis Court \_\_\_\_ Qty.

\_\_\_\_ Multipurpose Room 3

Sand Volley Ball Courts \_\_\_\_ Lighted

Detailed Description of Events (including activities planned, anticipated attendees, etc.)

Detailed Description of Set-Up (including Time needed, tables, chairs, electronic equipment, etc.)

Equipment Requested \_\_\_\_\_

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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY			
Date Received	_____	Facility Rate \$ _____ x _____ =	_____
Reservation Approved	_____	Additional fees \$ _____ =	_____
Reservation Denied	_____	_____ =	_____
		<b>TOTAL FEES =</b>	<b>\$ _____</b>
		<b>Deposit Received</b>	_____
		<b>Balance Received</b>	_____
Facility Manager	_____	Date	_____