

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

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**Recreational Sports:** Informal\_GA@shsu.edu

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

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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 <http://www.shsu.edu/dept/recreational-sports/informal/reservations.html#>. 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 as well as the behavior of all participants.
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 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. No heels, tap shoes, or other shoes that may damage the floor are acceptable.
    - iv. Dunking is never permitted. There are no warnings.
    - v. No music of any kind is allowed on the courts

**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
<input type="checkbox"/> Basketball Courts _____ Quantity	<input type="checkbox"/> McAdams Tennis Courts _____ Quantity
<input type="checkbox"/> Volleyball Courts _____ Quantity	<input type="checkbox"/> Lights
<input type="checkbox"/> Racquetball Courts _____ Quantity	<input type="checkbox"/> Sand Volleyball Courts _____ Quantity
<input type="checkbox"/> Multipurpose Rm. #1	<input type="checkbox"/> Lights
<input type="checkbox"/> Multipurpose Rm. #3	
<input type="checkbox"/> Rock Wall	
<input type="checkbox"/> Boulder	
<input type="checkbox"/> 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 _____		Date _____
Reservation Denied _____		Facility Manager _____



**SAM HOUSTON STATE UNIVERSITY  
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	<b>SHSU Student Organization</b>	<b>SHSU Group/Function</b>	<b>Non-SHSU Group/Function</b>
<b>Recreational Sports Center</b>			
<b>Operational Hours</b>			
Multipurpose Room	\$0.00/ Hour	\$0.00/ Hour	\$30.00/ Hour
Basketball Court	\$0.00/ Hour	\$0.00/ Hour	\$40.00/ 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
<b>Non-Operational Hours</b>			
Multipurpose Room	\$30.00/ Hour	\$30.00/ Hour	\$50.00/ Hour
Basketball Court	\$40.00/ Hour	\$40.00/ Hour	\$60.00/ Hour
McAdams Tennis Courts	\$0.00/ Hour	\$0.00/ Hour	\$40.00/ Hour
Sand Volleyball Courts	\$0.00/ Hour	\$0.00/ Hour	\$50.00/ Hour

**Sand Volleyball Court Fees**

Lights (sand volleyball courts)      \$40 total for first 2 hours (2 hour minimum)      \$15/hour each additional hour

**Additional Staff**

If additional staff is required for a reservation, a fee of \$10/hr/staff will be charged

**Cleaning Charges**

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: 10/12/2016

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

