

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

Campus Recreation: www.shsu.edu/recsports

Contact Info: 936-294-2267/recreservations@shsu.edu

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 Field 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.

Campus Recreation Field 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. No unauthorized vehicles on the field during any reservation.
6. 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.
7. 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. If the group fails to show up within (30) thirty minutes of their reservation time, the reservation becomes canceled.
9. If lights are requested, they will be turned off 10 min after the reservation has concluded to allow the Facility Supervisor time for closing the facility.
10. The Department of Campus Recreation 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 CRC for seven days.
11. The Department of Campus Recreation 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.
12. Vehicles, chewing gum, sunflower seeds, pets, fires, grills, cooking instruments, glass bottles, skateboards, and hitting golf balls are not permitted on the fields or the surrounding areas.
13. 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.
14. Area Specific Policies
 - a. Turf Fields
 - i. The drug and alcohol policy reflects university policy. This also prohibits the use of e-cigarettes on all facilities.
 - ii. Food or beverage products, except water, are prohibited on the facility unless previously approved.
 - iii. Sharp objects such as tent stakes, chairs, and poles that may penetrate or damage the turf are prohibited
 - iv. No open flames under any circumstance
 - v. No dogs or other pets allowed in the facility with the exception of a Service animal
 - vi. Activities like golfing, or throwing hammer, shot, discuss, or javelin are prohibited
 - vii. Suntan lotions, oils or creams of any kind are prohibited. Please apply sunblock prior to entering the turf area
 - b. Grass Fields
 - i. Vehicles are not permitted on the grass. There are available parking lots around every field.
 - ii. Glass bottles are not permitted on the field. If glass is found the requester will be charged a cleaning fee.
 - iii. The drug and alcohol policy reflects university policy. This also prohibits the use of e-cigarettes on all facilities.

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

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: kickball, football, soccer ball, field paint etc.)

Additional fees may apply!

Non-current SHSU student/faculty/staff attendees

Description of Event:

FACILITIES REQUESTED:

Grass Facilities	Turf Facilities
Recreation Field 1 Lights	Lower Pritchett Field Lights
Recreation Field 2 Lights	Holleman Complex Lights
Recreation Field 3 Lights	
Upper Pritchett Field	

I have read and understand the Reservation Procedures.

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

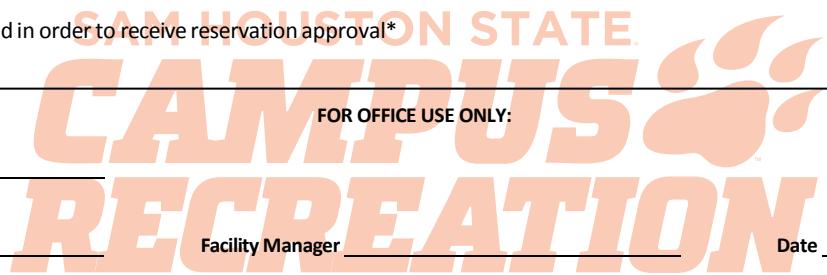
I understand that this form is a request for a Campus Recreation rental and the completion of this form does not guarantee my rental request. By submitting this form I acknowledge I have read and understand the reservation procedures and facility use policies and agree to comply with all written and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

	SHSU Student Organization	SHSU Group/Function	Non-SHSU Group/Function
<u>Recreation Fields</u>	\$0.00/ Hour	\$0.00/ Hour	\$75.00/ Hour
<u>Pritchett Field Complex</u>			
Upper Pritchett	\$0.00/ Hour	\$75.00/ Hour	\$100.00/ Hour
Lower Pritchett	\$0.00/ Hour	\$105.00/ Hour	\$140.00/ Hour
<u>Holleman Field Complex</u>	\$0.00/ Hour	\$105.00/ Hour	\$140.00/ Hour

Additional Fees

Staff required for Pritchett and Holleman

Lights (per field)	\$40.00/ Hour	Field Paint (per field)	Soccer: \$80
Staff	\$15.00/ Hour	<i>*All other field markings will be calculated on a case by case basis*</i>	Flag Football: \$80
Equipment	Minimum \$25 fee		Full Football: \$180
			Softball: \$45

Cleaning Charges Minimum \$25 fee

**Cleaning charges are applied if the field is left in poor condition,
if equipment is damaged, or if the field used was not previously
approved**

****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: 08/25/2023

Please save this form and e-mail it to
recreservations@shsu.edu

