Eastern Kentucky University  
Department of Campus Recreation  
Facility Reservations Policy

While Eastern Kentucky University is a public institution, its primary purpose is to provide an environment for the education and scholarship of its students, faculty and staff. The use of recreation facilities supervised by the Department of Campus Recreation must be facility appropriate and, as a general rule, assigned based on the procedures contained within this policy manual.

RESERVATIONS
University groups, and organizations affiliated with the University, should contact the Assistant Director for Facilities and Member Services at (859) 622-1183 for reservations. All other entities and events not affiliated with the University should contact the office of Conferencing and Events at (859) 622-1444. All Campus Recreation facilities are reserved on a “first come, first served basis” after all of the needs of the primary user groups have been met. For additional information on reserving a particular facility contact the Assistant Director of Facilities, or http://www.campusrec.eku.edu/facilities.htm. Request forms must be submitted a minimum of 2 weeks prior to an event and a confirmed contract is required by all groups prior to using the facilities.

APPLICABLE FACILITIES
Use of the following facilities is covered in this policy:

- Begley Gymnasiums
- Fitness & Wellness Center
- Intramural Fields
- Outdoor Basketball Courts
- Weaver Gymnasiums

Begley Gym Room 118
Begley gymnasium room 118 is only under the supervision of Campus Recreation between the hours of 6pm - 10pm on weekdays and 8am – 11pm during weekends. During these times Begley gymnasium can be reserved on a “first come, first served” basis. If you would like to reserve the gymnasium at another time please contact Registrar’s office (schedule.reg@eku.edu) for reservations made weekdays between the hours of 8:00am and 3:00pm and Athletics (859) 622-2358 between the hours of 3:00pm and 6:00pm.

Fitness and Wellness Center
In accordance with the Building Charter for the Student Recreation Center;

“The primary purpose of the Health Education Building is to provide recreational opportunities and programs in the following areas: informal recreation, fitness, intramurals, and non-credit group exercise classes. The priority of the Health Education Building is to serve students (whose membership is included in their student fees), and faculty/staff who have purchased memberships. Only after the needs of the primary user group have
been met, will other entities such as academic classes, athletic teams, outside
groups, special event, summer camps and conferences, or student
organizations be considered. Adequate fees will be charged to these entities.”

The Fitness & Wellness Center will only be reserved for events appropriate to the use of the
facility. SINCE THE FITNESS AND WELLNESS CENTER IS OPERATED FROM A
MANDATORY STUDENT FEE, ALL REVENUE GENERATED THROUGH RENTAL OF
THE FACILITY GOES BACK INTO THE CAMPUS RECREATION BUDGET FOR
MAINTENANCE AND UPKEEP ON THE FACILITY.

If a reservation is made during non-operating hours, Campus Recreation will provide a minimum
of two staff members at the event to ensure the group is safe and provided with the necessary
equipment/services during their event. Staffing fees will be determined by the Campus
Recreation management with a minimum of $10.00 per hour, per student employee plus
applicable building usage fees. Additional Campus Recreation staff may be needed and will
depend on the nature and scope of the event. Requests will be reviewed and approved on a case-
by-case basis. The approval criteria will include:

- Scope and nature of the event
- Congruence with all state, university, and departmental regulations
- Impact to existing programs
- Satisfactory completion of request requirements
- Availability of sufficient group representatives, chaperones, or advisors
- Availability of Campus Recreation staff to work the event
- Previous experience with group
- Ability to pay all relevant charges pertaining to building rental, staffing, and damages (if
  applicable).

**Gymnasiums**
From 6am-2pm Monday through Friday, 10am-8pm on Saturday, and 1-4pm on Sunday,
one gymnasium court will be reservable by Registered Student Organizations, approved
University Affiliated groups, and Academic Special Events. During non-operating hours,
the gyms are available for reservations and approval will be determined based on the
criteria listed above.

**Group Fitness Studio**
The group fitness studio is available for reservations during times that there are not
scheduled classes, trainings or other Campus Recreation sponsored events. All groups
and organizations must abide by the following rules and regulations:

- Only non-marking athletic shoes may be worn (no boots, heels, shoes with metal
  buckles or taps, flip flops, etc.)
- No equipment that could damage the floor may permitted (ex. Metal chairs)
- The Group Fitness Instructor cabinet is not for use
- No microphone use is permitted
- Limited use of the audio and studio equipment will be permitted
- Only current Campus Recreation employees are permitted to teach group lead
  exercise classes
Indoor Track
During non-operating hours, the Indoor Track may be reserved by University groups, and organizations affiliated with the University. Other Indoor Track reservations will constitute a full facility reservation.

Climbing Wall
The Climbing Wall is available for reservations during non-operating wall hours, scheduled trainings or other Campus Recreation sponsored events. Climbing Wall reservations will include: a Climbing Wall orientation, belaying by wall staff, open bouldering, harnesses, chalk and shoes. Gym shoes are permitted on indicated routes.

The number of climbing wall staff required will be determined based on number of participants. The climbing wall staff is highly trained in technical skills such as belaying and site management, therefore only climbing wall staff will be allowed to belay unless otherwise noted by the Assistant Director of Adventure Programs. Staffing fees for the climbing wall staff are a minimum of $15 per hour per student employee. Every participant must fill out a waiver before participation. Any damaged, stolen, or broken equipment will be charged to the organization.

Weight & Fitness Area
The weight & fitness area may not be reserved.

The Zone
Formerly the President’s Viewing Box, the Zone (2nd floor room overlooking football stadium) may be reserved by University groups, and organizations affiliated with the University. Reservations will not be accepted for home football games.

Outdoor Lower Patio
The Patio (lower level overlooking football stadium) may be reserved daily.

Intramural Fields
The intramural fields can be reserved on a “first come, first serve basis,” after intramural and club sport needs have been met.

Outdoor Basketball Courts
The outdoor courts can be reserved from 8am – 11pm daily.

Weaver Gymnasium
The Weaver Gym is only under the supervision of Campus Recreation between the hours of 6pm - 10pm on the weekdays and 8am – 11pm during weekends. Weaver Gym is not available for reservations Monday - Thursday evenings during the following months: November, December, January, February, and March. Other than these times Weaver Gym can be reserved on a “first come, first served” basis. If you would like to reserve the gymnasiums at another time please contact the Registrar’s office (schedule.reg@eku.edu) for reservations made weekdays between the hours of 8:00am and 3:00pm and Athletics (622-2358) between the hours of 3:00pm and 6:00pm.
NON-OPERATING HOURS RESERVATION FEES:

Gym reservation - $25 per court/per hour or 100 per day + staffing fee if applicable
Golf Simulator reservation - $25 per hour or $100 per day + staffing fee if applicable
Outdoor Lower Patio reservation - $25 per hour or $100 per day + staffing fee if applicable
Group Fitness Studio reservation - $25 per hour or $100 per day + staffing fee if applicable
Climbing wall reservation - $25 per hour or $100 per day + staffing fee
Intramural Field reservation - $25 per hour per field or $100 per day per field + staffing fee if applicable
Track reservation - $25 per hour or $100 per day + staffing fee

**Full Facility reservation - $5 per person ($150 per hour minimum) + staffing fee

**Includes gym, golf simulator, group fitness studio, track and climbing wall.

FACILITY RULES:
1. Requests for Facility Reservations must be site appropriate. If there is a more appropriate site for an event, the organization will be directed there.
2. Organizations must clean up the garbage left at the fields/courts.
3. No alcoholic beverages – the organization reserving the field is responsible for their spectators
4. No vehicles on the intramural fields/courts
5. No pets
6. Public safety should be called in case of an emergency @ 859-622-2821 and Campus Recreation should be informed @ 859-622-1244 of all accidents, injuries and incidents.
7. Campus Recreation will work with Facility Services to try to communicate requests for special equipment or for the fields to be lined. (Two weeks’ notice is required for all Facility Service work orders)
8. A Faculty/Staff sponsor or Campus Recreation Supervisor must be present for events deemed necessary by Public Safety or Campus Recreation.
9. A maximum of 50 chairs and 10 tables are allowed at any event, and the reserving organization is responsible for both setting up and breaking down for their event. A fee will be assessed to any organization that does not properly break down their event; thus, interfering with other organizations or academic classes.
10. The use of a stage will not be allowed in any Campus Recreation activity area.
**Code of Conduct**

In order to maintain a high level of service to our participants, the Department of Campus Recreation enforces a Code of Conduct that all participants must follow. The Campus Recreation staff appreciates your cooperation in creating a friendly and positive environment for recreation and social opportunities in all facilities.

Eastern Kentucky University Campus Recreation Department

Participant’s Code of Conduct

- Participation in all Recreational facilities and programs is a privilege. All Participants who participate in Recreation Programs or who utilize Recreation Facilities agree to adhere to the following Code of Conduct:
- Participants are expected to:
- Treat the Campus Recreation staff and facilities with respect.
- Act with character and courtesy while respecting the rights, welfare and dignity of all others in Campus Recreation Facilities.
- Adhere to the rules & policies set by Campus Recreation & the University in its Facilities and Programs.
- Act in a safe, responsible manner regarding themselves and others.

Participants engaging in inappropriate behavior or violating Recreation/University policies in or on Recreational facilities may be subject to have their privileges of participation revoked and could face possible University disciplinary action.