



The University of Texas at Austin

Division of Recreational Sports

RESERVATION OF UNIVERSITY PHYSICAL ACTIVITY FACILITIES FOR TOURNAMENTS AND SPECIAL EVENTS

POLICIES AND PROCEDURES

The University of Texas at Austin departments and approved registered student organizations may request reservations for tournaments and special events. Scheduling for such events is dependent upon available space, impact to existing programs and the scope and nature of the event itself. Regental, Institutional, and Division of Recreational Sports policies and procedures must be strictly observed in the conduct of tournaments and special events. The Division of Recreational Sports assumes responsibility for the scheduling of many campus sport facilities under policy guidelines established by the Physical Activity Facility Assignment Committee (PAFAC) and/or the Recreational Sports Committee. Some facilities have limited availability for reservations due to the large number of on-going programs and/or the high-risk status of the facility.

TO REQUEST FACILITIES

GENERAL: A "Facility Request Form" must be completed, signed and submitted to the Division of Recreational Sports Facility Operations Office, Gregory Gym 2.202. Deadlines for priority consideration are APRIL 1 for the fall semester, OCTOBER 1 for the spring semester and JANUARY 1 for the summer semester. Requests received after the deadlines will be handled on a first-come, first-serve basis. Requests received less than two weeks prior to the date of the event will not be considered. Facility requests for social functions or large sporting events must be submitted at least four weeks in advance (non-sport and large social events are generally prohibited in Gregory Gymnasium and the Recreational Sports Center).

REGISTERED STUDENT ORGANIZATIONS: Must receive approval to conduct the event as verified by the signature of the Student Activities Office (SSB 4.400) prior to submitting the Facility Request Form.

UNIVERSITY DEPARTMENTS: Must receive approval to conduct the event as verified by the signature of the Department's Chairperson or Dean prior to submitting the Facility Request Form. Co-Sponsorships with non-university groups must meet all University and Regental policies regarding joint sponsorship. A "Policies and Procedures for Departmental Co-Sponsorship" handout is available in the Facility Operations Office.

REVIEW AND NOTIFICATION

1. All requests will receive a response via email or phone.
2. Please note that submitting a request does not guarantee confirmation.
3. Facility requests will be reviewed and confirmed within two months of the deadline for each semester or on a first-come, first-serve basis after the deadline.
4. Events are officially approved when the event sponsor receives e-mail confirmation from the Division of Recreational Sports.

The Division of Recreational Sports cannot accept responsibility for lost or stolen property or injuries sustained while participating.

GUIDELINES:

1. All monies collected (i.e. entry fees) must be handled in accordance with the University's cash handling procedures.
2. The approved organization must assume all responsibilities for the event. No part of the event may be delegated to other groups or individuals that are not members of the approved organization.
3. Events may not be altered from the approved request or be deferred to future dates.
4. Due to the high demand and short supply of campus sport facilities, there is a maximum of three reservations per group per semester.
5. Reservations of facility space will be made for special events and tournaments only. All other group usage will be restricted to Informal Recreation hours in accordance with applicable challenge and shared-usage rules.
6. Permanent, on-going reservations are restricted to academic and activity classes, Intercollegiate Athletics and UT Sport Club Association practices and events and seasonal Intramural activities.
7. The authorized representative must play an active role and be present throughout the event.
8. Reservations for exclusive use of an entire activity area are not possible during standard operating hours. Special events will not preempt programs other than Informal Recreation. A maximum of one half of the available Informal Recreation space will be assigned to a special event at any given time.
9. The Division of Recreational Sports reserves the right to regulate the sale and distribution of food, beverages, souvenirs, other concession items, and advertising.
10. The Division of Recreational Sports may require a security deposit when the scope and/or nature of the event dictates such a precaution.
11. Any additional personnel (such as police or custodial services) required to be in attendance at the event shall be determined by the nature of the event, the number anticipated to attend, and past experience with similar events.
12. If applicable, Recreational Sports will issue an IDT transfer to the sponsoring department on the account number provided. A check may also be used, payable to The University of Texas at Austin.

FEES:

1. Facility use/rental fees may be assessed for events conducted in certain facilities and those including non-University participants.
2. Events requiring additional or extended divisional supervision will be assessed fees accordingly.
3. Events requiring security, custodial, set-up/take-down, or related services will be assessed fees consistent with campus procedures.
4. The total estimated amount of fees to be charged, for both facility use and event management, will be indicated on the "Facility Request Confirmation" form e-mailed to the department or group.
5. Once the event is confirmed and placed on the schedule as a reservation, cancellation of the event or any part thereof is subject to a fee based on 10% of the "Total Estimated Costs."
6. At the conclusion of the event, an IDT transfer will be issued on the account number provided, or a final bill will be sent to the sponsoring department.

CATERING INFORMATION:

The Division of Recreational Sports recommends that organizations/departments secure their catering needs through the Texas Union. Information on Texas Union catering may be found at the following web address: www.texasunioncatering.com.

WIRELESS ACCESS OPTIONS FOR EVENTS:

RecSports does not manage wireless access points. Wireless access points are maintained by ITS Networking Services. Access is controlled by way of accounts (EID and Guest).

1. Current students and appointed faculty/staff may open a connection to the wireless access point by simply logging in with their EID and password using a web browser.
2. All other individuals (including RecSports members with RS ID cards) must obtain a **Guest** account login and password.
3. UT SPONSORED EVENT:
 - A. Department event staff should contact their own IT Department to request the creation of the wireless guest account.
 - B. For help or authorization, email networking@utexas.edu.

Note: The Division of Recreational Sports reserves the right to cancel any program that does not meet established rules and regulations, or when the requesting group is unable or unwilling to adequately perform all required duties and responsibilities related to the event or for similar cause.