



The University of Texas at Austin

Recreational Sports

RESERVATION OF UNIVERSITY PHYSICAL ACTIVITY FACILITIES FOR TOURNAMENTS AND SPECIAL EVENTS

OVERVIEW

Departments and approved registered student organizations at The University of Texas at Austin may request facility 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 Recreational Sports policies and procedures must be strictly observed in the conduct of tournaments and special events. 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

An electronic " Facility Request Form" must be completed and submitted to Recreational Sports. Suggested dates for submission for priority consideration are MAY 1 for the fall semester, NOVEMBER 1 for the spring semester and FEBRUARY 1 for the summer semester. 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.

REGISTERED STUDENT ORGANIZATIONS: Student organizations must be active and registered with Student Activities in the Dean of Students. An authorized representative must complete the facility request form and participate in an event consultation with the assigned Recreational Sports facility manager once the reservation is confirmed. Student organizations are limited to three reservations per academic semester.

UNIVERSITY DEPARTMENTS: University Departments must receive approval to conduct their 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 sponsor ship. A copy of the " Policies and Procedures for Departmental Co- Sponsorship" is available online at utrecsports.org.

REVIEW AND NOTIFICATION

1. All requests will receive a response via email.
2. Please note that submitting a request does not guarantee confirmation.
3. Facility requests will be reviewed and confirmed within two months of the suggested submission date 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 Recreational Sports.

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 unless approved by Recreational Sports in advance.
4. Due to the high demand and short supply of campus sport facilities, there is a maximum of three reservations per student organization 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 the following: 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. Recreational Sports reserves the right to regulate the sale and distribution of food, beverages, souvenirs, other concession items, and advertising.
10. 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 including charges for non-university participants.
2. Events requiring additional or extended departmental 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 will be issued on the account number provided, or a final bill will be sent to the sponsoring department.

CATERING INFORMATION:

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:**
 1. Department event staff should contact their own IT Department to request the creation of the wireless guest account.
 2. For help or authorization, email networking@utexas.edu.

Note: Recreational Sports reserves the right to cancel any event 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.