

Campus Recreation Facilities Use Policy Manual

Section 1: Introduction

- A. While an attempt has been made to include all situations, special circumstances will require the judgment and discretion of the Chair of the Exercise and Sport Science (EXSS) Department, the Director of Campus Recreation, or the Assistant Director of Campus Recreation for Facilities and Operations. Special circumstances will be considered in a manner that is consistent with equitable use of facilities and the recreational needs and patterns of the students, faculty and staff of the University.
- B. This document describes the guidelines, policies, procedures, regulations, and requirements of the University. However, it does not establish contractual relationships. The Department of Exercise and Sport Science and Campus Recreation reserve the right to alter or change any statement contained herein without prior notice. All rules governing the use of University space are subject to interpretation and change. The *University's Facilities Use Policy* is the official document guiding all facility use on campus. It is available online at http://www.unc.edu/campus/policies/facility_use.html. The University also outlines many other Campus Policies and Procedures, available online at <http://www.unc.edu/campus/policies.html>. Student organizations of the University should also refer to the guidelines, policies, procedures, regulations, and requirements outlined in the *Organization Manual for Student Activities and Organizations*, available at <http://carolinaunion.unc.edu>.
- C. The Policies and Procedures outlined in this manual apply to all indoor and outdoor facilities managed by the Department of Exercise and Sport Science and Campus Recreation. Facilities include but are not limited to: the Student Recreation Center; the Rams Head Recreation Center; Fetzer Gymnasium; Woollen Gymnasium; Bowman Gray indoor Pool; Kessing outdoor Pool; the Outdoor Education Center (including tennis courts, disc golf course, sand volleyball courts, challenge course and all open spaces); Hooker Fields; Ehringhaus Field; North Campus Recreation Courts; and South Campus Recreation Complex.

*** The term “**the facilities**” will reference all facilities listed in section 1C ***

Section 2: General Facility Use Policies

- A. **ID Card Requirement:** All users are required to present the appropriate identification card upon every entrance to the facilities. Current students and Faculty/Staff that have purchased gym and pool privileges must present their UNC One Card. Spouses and Dependents must present a valid Gym and Pool Privilege card. All guests must present the appropriate guest card or appear on a Recreation Club Guest Member list. ID cards may also be checked at outdoor facilities at any time. Persons violating the ID policy will be asked to leave the facility immediately and may be trespassed or lose all future facility use privileges indefinitely.
- B. **Eligibility:** See [eligibility](#) for full details on Gym and Pool privilege policies. Note: Currently enrolled full-time students must pay mandatory student fees before their UNC One Card will be activated with Gym and Pool Privileges. See <http://finance.unc.edu/> for further details on payment of student fees.
- C. **Summer Eligibility:** University of North Carolina at Chapel Hill students enrolled in summer sessions must pay mandatory student fees before their UNC One Card will be activated with Gym and Pool Privileges. Students not enrolled in any summer sessions, but still wish to use the facilities

or participate in summer intramural activities may purchase Gym and Pool Privileges at the UNC One Card Office beginning on the first day of classes of each summer session. Note: students that wish to purchase summer Gym and Pool Privileges must also be enrolled in classes for the following Fall semester (including study abroad programs).

D. **Guest Policies:** See [Guest Eligibility and Polices](#) for full details on guest policies and procedures. Note: Guests (except for Special University Guests) are not permitted access to the Student Recreation Center or Rams Head Recreation Center Monday-Thursday during the academic year (except for University breaks).

E. **Conduct:** Persons involved in fighting, unruly conduct, improper use of equipment or damage to property will be asked to leave the facility immediately and facility use privileges may be revoked indefinitely. The Department of Public Safety may be summoned to remove and/or charge persons involved in dangerous or detrimental conduct. The use of profanity is also prohibited in the facilities.

F. **Food and Beverages:** Food and/or beverages (other than water and sports drinks) are not permitted in any of the facilities, including outdoor fields, without prior written permission.

G. **Net Setups:** Individuals or groups may not remove or adjust net setups. Each facility is assigned an activity that may require a specific net setup. Please refer to the weekly events schedule for details on assigned activities. The weekly events schedule is available at www.campusrec.unc.edu. Individuals or groups that tamper with net setups will be asked to leave the facility immediately and facility use privileges may be revoked indefinitely.

H. **Use of Common Space:** Groups or individuals may not use corridors, lobbies or other un-assigned space for choreography, recreational activities, or play. Persons violating this policy will be asked to cease and discontinue such activity immediately. Repeat offenders will be asked to leave the facility immediately and facility use privileges may be revoked indefinitely.

I. **Lost & Found:** All lost and found items in the facilities are stored at the Fetzer basket room (located on the basement level of Fetzer Gym). Items of value found in the RHRC or SRC will be stored in the Facility Manager's office (For RHRC, please contact [Jordan Albertson](#) and [Reggie Hinton](#) for SRC.) Items left unclaimed for more than 30 days may be destroyed or removed to University surplus. An ID is normally required to claim any lost and found items.

J. **Eye Protection:** Eye guards are strongly recommended when using racquetball and/or squash courts.

K. **Equipment Loan:** Sporting equipment, clothes and towels are available for loan from the Fetzer and Woollen basket rooms. Note that clothing is available to faculty/staff only and guests may not check out equipment without a valid sponsor. A valid UNC One Card or Gym and Pool Privilege card is required for all equipment loans. Coolers, badminton rackets/shuttlecocks, basketballs, eyeguards, footballs, frisbees, jump ropes, locks, racquetball racquets/balls, soccer balls (indoor/outdoor), softball bats/balls/bases, squash rackets/balls, tennis rackets/balls, volleyballs/nets/outdoor sets, and wallyball equipment are among some of the items that may be checked out. Lost, broken and equipment returned late will incur a fine. See appendix 3 for a full list of fines and/or replacement costs.

L. **Free Play:** Exercise and Sport Science classes and/or Campus Recreation programming always has priority over free-play users. A strong commitment is made to providing a reasonable amount of free play space at all times, consistent with the recreational needs and patterns of the student body and University community. The weekly events schedule will list free play opportunities.

M. **Children:** For liability and safety reasons, persons under the age of 18 are not permitted to use any of the facilities at any time unless prior written permission has been granted. Standing

exception applies to the pools during specific children's hours only (children must have valid pool privilege card). Currently enrolled, full-time students under the age of 18 are not subject to this regulation. Persons caught sneaking children into the facilities will be asked to leave the facility immediately, and may be trespassed and/or have facility use privileges revoked indefinitely.

N. **Theft:** persons caught stealing State or personal property will be prosecuted to the fullest extent of the Law. Patrons are encouraged to protect their personal property by using lockers and limiting valuable items brought to the facilities. Note that high-risk facilities are monitored by closed circuit television for safety and security purposes.

O. **Alcoholic beverages and Tobacco Products:** are prohibited from all facilities at all times. Individuals under the influence of any foreign substance will be asked to leave the facilities immediately and facility use privileges may be revoked indefinitely.

P. **Bicycles:** bicycles are not permitted inside any indoor facility, nor are they permitted on Hooker and Ehringhaus Fields. Please use a bike rack located outside of each facility.

Q. **Animals:** Animals/pets are not permitted inside any indoor facility, nor are they permitted on Hooker and Ehringhaus Fields.

Section 3: Scheduling

A. **Administration:** The scheduling of Exercise and Sport Science (EXSS) and Campus Recreation facilities shall be administered by the Assistant Director of Campus Recreation for Facilities and Operations and will be in accordance with both (a) the Academic and (b) the Recreational schedule.

B. **Scheduling Priorities:** The facilities are scheduled according to the following priority list:

i. EXSS department classes and approved class-related activities shall have the highest scheduling priority in EXSS facilities, Monday-Thursday, 8:00am-4:00pm, and shall not be pre-empted for other use except in extreme circumstances, requiring approval of the Chair of the Exercise and Sport Science department.

NOTE: EXSS or other academic class activities are not permitted in the Student Recreation Center or the Rams Head Recreation Center except in extreme circumstances, requiring prior approval from the Director of Campus Recreation.

ii. Department of Athletics varsity teams, whose primary practice or competition facilities are shared with EXSS, must schedule their practices through the Assistant Director of Campus Recreation for Facilities and Operations and shall not be pre-empted for other use except in extreme circumstances, requiring approval of the Chair of the Exercise and Sport Science department. This special arrangement with the Department of Athletics is limited to varsity Wrestling (FG 01), Gymnastics (FG 112), and Fencing (FG 07). Use of designated space outside of regular practice times **MUST** be requested at least two weeks in advance and may incur a rental or operations fee (or both). All such requests must be approved in writing.

NOTE: Department of Athletics varsity teams are prohibited from using the Student Recreation Center or Rams Head Recreation Center for any organized activities including but not limited to, team lifts; group practices; training drills; and one-on-one instruction, except in extreme circumstances, requiring approval of the Director of Campus Recreation.

- iii. During times when regularly scheduled classes or the aforementioned in-season athletic practices are not using facilities, the following priority list will be applied in determining facility use:
 1. Scheduled Intramural Sports competition.
 2. In-season Sport Clubs contests as per availability and timeliness of request.
 3. In-season Sport Clubs team practices as per availability and timeliness of request.
 4. Open recreation, or free play space, will be allocated at the discretion of the Assistant Director of Campus Recreation for Facilities and Operations. While lower in scheduling priority, a strong commitment is made to providing a reasonable amount of free play space at all times, consistent with the recreational needs and patterns of the student body and University community.
 5. Reservations for University departments and officially recognized student organizations as per availability of space and timeliness of request.

Section 4: Facility Reservations: Policies and Procedures

A. **Eligibility to Make a Reservation:** University of North Carolina at Chapel Hill Departments and officially recognized student organizations may request reservations of facility space. Groups or organizations that are not University departments or officially recognized student organizations are generally prohibited from reserving space in the facilities. Exceptions may be made at the discretion of the Chair of the Exercise and Sport Science Department or the Director of Campus Recreation and will incur a rental fee. Such requests will be considered based on available space, impact to existing programs and the scope and nature of the event itself.

NOTE: requests from non-UNC departments or student organizations are generally not considered during the academic year due to the large number of on-going programs and/or the high-risk status of the facilities.

B. **Long-term Reservations of Facility Space:** Only University of North Carolina at Chapel Hill officially recognized student organizations may request space for regular reservations of facility space. A long-term reservation is defined as *“at least one reservation occurring weekly for an entire academic semester”*. Long-term reservations are normally assigned to begin at the start of the Fall semester and may be carried over to the Spring semester (space dependent). Long-term reservations are to be used for weekly practices and/or instruction only.

NOTE: for specific information on long-term reservations of **studios and multipurpose rooms**, please see section 5.

C. **Priority for Long-term Reservations:** Priority is given student organizations that are full members of the Campus Recreation Sport Club Program. Scheduling of long-term reservations for Sport Clubs is processed by the Sport Clubs office. Requests from all other groups will be prioritized according to available space, needs of the group and timeliness of the request.

D. **Process for Requesting Long-term Reservations:** University of North Carolina at Chapel Hill officially recognized student organizations that are NOT full members of the Campus Recreation Sport Club Program should submit requests for long-term reservations by the last day of classes of the Spring semester. Requests must be submitted using the online request form at www.campusrec.unc.edu. Requests will be processed during the summer and space is normally confirmed before the first day of classes of the following Fall semester.

E. **One-time Reservations of Facility Space:** University of North Carolina at Chapel Hill departments and officially recognized student organizations may request reservation of facility space for tournaments, sporting competitions and special events. Requests for such events will be

considered based on available space, impact to existing programs and the scope and nature of the event itself.

F. **Priority for One-time Reservations (Special Events & Tournaments):** Priority is given student organizations that are full members of the Campus Recreation Sport Club Program. Requests from all other groups will be prioritized according to available space, needs of the group and timeliness of the request. Further priority is given to events that are recreational in nature, such as sports tournaments or competitions that specifically require use of a recreational facility and sporting equipment.

G. **Process for Requesting One-time Reservations (Special Events & Tournaments):** University of North Carolina at Chapel Hill departments and officially recognized student organizations (including those that are full members of the Campus Recreation Sport Club Program) should submit event requests using the online request form at www.campusrec.unc.edu a minimum of 2 weeks in advance of the reservation date. Requests will be processed in the order received and prioritized according to the guidelines outlined in section 4F. Requests received less than 2 weeks in advance are normally not considered.

Conditions of Use for Reservations

H. **Confirmation:** Submitting a request does not guarantee a reservation. All requests will be confirmed or denied in writing within 5 business days of submission. All one-time reservations for special events or tournaments require a signed Facility Agreement Form.

I. **Conduct:** The sponsor of the event or reservation is responsible for the actions of the participants. All participants shall adhere to the regulations outlined in the [University's Facilities Use Policy](#), the general use policies outlined in section 2 of this manual, as well as Local, State and Federal laws. Failure to adhere to stated policies, regulations and/or laws will immediately terminate the reservation and may result in the loss of all future reservation privileges, penalties, fines and/or prosecution. See section 4T for further event planning policies.

J. **Cancellations:** The sponsor of the reservation shall use the facility or field space at the scheduled time or properly cancel the reservation. The following cancellation policies apply to all groups (including student organizations that are full members of the Campus Recreation Sport Club Program):

- All cancellations should be made in writing, at least seven days prior to the reservation date to avoid penalties. Failure to properly cancel or "no shows" will result in a cancellation fee of **\$150.00** per facility and loss of all future reservation privileges.

Special Cancellation Policy for Long-term Reservations

- Groups are permitted to cancel reservations without penalty by submitting the cancellation in writing 24 hours in advance twice per semester only. A third or more 24 hour cancellation will result in suspension of reservation privileges and may incur a cancellation fee or result in reduced funding for Sport Clubs.

NOTE: See specific information related to cancellation of studio and multipurpose room reservations in section 5 below.

K. **Switches:** No group/organization may release space to another individual or group without prior approval. Reservations for facility space are group and/or event specific and may be changed only by Campus Recreation. Requests to release facility space to another group must be made in writing, at least seven days prior to the reservation date.

NOTE: See specific information related to switching of studio and multipurpose room reservations in section 5 below.

L. **Decorations & Displays:** Campus Recreation must approve the placing of all decorations, exhibits and displays in the facilities and outdoor fields. Doorways, corridors, staircases and fire exits cannot be blocked or obstructed. Decorations may not be attached to ceilings, light fixtures, walls, doors, floors, woodwork, windows or other surfaces without prior approval. Approval for decorations and displays will be included in the signed Facility Agreement Form.

M. **Tables/Chairs/Trash Cans:** The sponsor of an event/reservation is responsible for arranging any and all equipment needs, including tables, chairs and/or trash cans. The Department of Exercise and Sport Science and Campus Recreation does NOT have an inventory of tables, chairs or trash cans available for loan. These items may however, be requested for events from the Facilities Services Division, Housekeeping Department. Online requests may be made through the “**Equipment Loan Request**” form available at:
<http://www.fac.unc.edu/Services/Housekeeping/RequestLoan/tabid/214/Default.aspx>.

Call Nancy Burton (with the Moving Crew) at 962-6586 for further assistance. The reservation holder is responsible for returning all tables/chairs/trash cans to their original drop-off condition and location or the group will be charged accordingly. All other equipment needs should be arranged with the Fetzer basket room at least 5 business days in advance.

NOTE: tables and chairs **without rubber stoppers on all four legs cannot be used on wood floors in any facility or on artificial field turf**. Even if the tables and chairs were delivered by the University’s housekeeping department, bare metal legs are strictly prohibited. Groups that use tables/chairs without stoppers will be billed for all damages.

N. **Clean-up:** Any group approved for reservation of facility space will be responsible for returning the space to its pre-event condition. This includes:

- Picking up and removing all trash and/or unwanted items to trash cans
- Separating recyclable items and placing in appropriate recycle cans
- Returning furniture and equipment to original location
- Restacking any borrowed tables and chairs and returning to the drop-off location
- For large events, removing trash bags to the dumpsters outside the building

For most one-time reservations or events, a clean-up deposit will be required in advance (normally \$100.00). Failure to clean-up appropriately will result in forfeiture of the clean-up deposit and the group may be assessed further service charges and lose all future reservation privileges. If applicable, the clean-up deposit will be returned within 10 business days.

O. **Rental Fees:** Officially recognized student organizations are not assessed a rental fee to reserve facility space for either long-term or one-time reservations in which the majority of participants are UNC-Chapel Hill students. However, a rental fee will be assessed for student organization hosted events in which more than 50% of the attendees are non-UNC Chapel Hill (current) students (*does not apply to Student Organizations that are full members of the Campus Recreation Sports Club Program*). University Departments and other group reservation are always subject to a rental fee; please see appendix C for details of all facility rental fees.

P. **Payment of Rental Fees:** The full balance of any rental fees is normally due 5 business days prior to the first reservation date. Failure to pay rental fees in a timely manner will nullify the Facility Agreement Form and cancel the reservation without notice; in which case the facility space may be released to another group. As stipulated in section 3J, cancellations must be received in writing, at least seven days prior to the event. 100% of the rental fee will be returned for reservations that are properly cancelled. Up to 50% of the rental fee may be refunded for reservations cancelled 2 business days prior to the event. Reservations cancelled with less than 2 business days notice will not be refunded any part of the rental fee.

Q. Operations Labor Costs: In addition to any rental fees, reservations by all groups, including officially recognized student organizations may be assessed the following labor costs:

- **\$30 per hour to open or close a facility outside of the normal operating hours** for a minimum of a 2-hour period. See www.campusrec.unc.edu for a full list of facility operating hours.
- Operations staff including event or building supervisors may be required at the discretion of Campus Recreation. Labor costs \$15 per hour per person for a minimum of a 4-hour period. Note: operations staff costs are included in the “open early/close late” fee above.
- Security Guards or Police Officers may be required at the discretion of Campus Recreation OR the Department of Public Safety. Rates will vary, but generally fall in the range of \$25-50 per hour.
- Housekeeping may be required at the discretion of Campus Recreation. Labor costs \$20-22 per hour for a 4-hour minimum period. Housekeeping staff service restrooms and common areas only. The reservation holder is always responsible for cleaning the reserved facility space.
- Athletic Trainers may be required at the discretion of Campus Recreation. Labor costs \$20-25 per hour.
- Utility or maintenance workers, including licensed electricians and/or plumbers may be required at the discretion of Campus Recreation. Rates will vary, but generally fall in the range of \$25-45 per hour.
- Officials, score keepers or court monitors may be available for your event. The event sponsor must request/schedule these staff directly from the Intramural Sports Office. Rates will vary; please visit the intramural sports office for details.

R. Payment of Labor Costs: The full balance of labor costs is normally due 5 business days prior to the first reservation date. Failure to pay labor costs in a timely manner will nullify the Facility Agreement Form and cancel the reservation without notice; in which case the facility space may be released to another group. As stipulated in section 3J, cancellations must be received in writing, at least seven days prior to the event. 100% of the labor costs will be returned for reservations that are properly cancelled. 50% of the rental fee will be refunded for reservations cancelled 2 business days prior to the event or events cancelled due to severe weather. Reservations cancelled with less than 2 business days notice will not be refunded any part of the labor costs.

S. Special Conditions of Use of Hooker and Ehringhaus Fields: ALL RESERVATIONS FOR OUTDOOR FIELDS ARE RAIN OR SHINE (except for severe weather such as hurricanes, tornados, flash flooding, thunder storms, ice or snow).

The fields are constructed with a man-made synthetic surface. As such, the following activities are prohibited:

- Tents or other items cannot be staked into the sport turf surface; items may be weighed down as an alternative.
- All vehicles are prohibited on the sport turf surface unless prior authorization is granted by Campus Recreation in writing.
- All heat sources are prohibited. Exceptions may be permitted for generators provided the heat source is separated from the sport turf surface by at least 5/8” with a non heat conducting material (i.e. plywood).
- Food and beverages (except water and sports drinks) are prohibited; exceptions may be made at the discretion of the Assistant Director of Campus Recreation for Facilities and Operations.

T. **Event Planning Policies:** All events are subject to the [University's Facilities Use Policy](#). Student organizations approved to host events in the facilities are also subject to the guidelines, policies, procedures, regulations, and requirements outlined in the Organization Manual for Student Activities and Organizations, available at <http://carolinaunion.unc.edu>. The Manual provides details on fundraising and sales permits, admission fees, noise ordinances, negligence and liability, risk management, promotions as well as many other pertinent details for events hosted in University facilities.

U. **Campus Wide Events:** University of North Carolina at Chapel Hill departments and sponsored organizations may request space for large, campus wide events (estimated attendance in excess of 500 people). University affiliated groups may not request facility space for campus-wide events, nor may an affiliated group be the primary sponsor of such an event. The Office of Student Activities and Organizations at the Carolina Union will determine a group's affiliation status (i.e. University Sponsored or University Affiliated) if the organization and/or Campus Recreation cannot clearly ascertain.

Major Campus-wide events utilizing outdoor facilities are limited to one [1] per Fall semester and one [1] per Spring semester. Requests for a Fall event should be submitted by April 15 of the prior semester, and October 15 of the prior semester for a Spring event. All requests for major campus-wide events must be approved by the [Office of the Vice Chancellor for Student Affairs](#). If multiple acceptable requests for a major campus-wide event are submitted before the applicable deadline, the Office of the Vice Chancellor for Student Affairs will determine which request will be honored. If no requests are made before the application deadline, space will be available on a first come, first serve basis pending approval by the Office of the Vice Chancellor for Student Affairs.

V. **Facilities Available for Reservation:** the following facilities are designated as available for reservation:

Ehringhaus Field:	1 Soccer/rugby synthetic sport-turf field
Fetzer Gymnasium:	Gyms A, B, C; Room 001 (wrestling room); Room 007 (fencing room); Racquetball courts (14); Squash courts (6)
Hooker Fields:	4 Soccer/flag football synthetic sport-turf fields
North Campus Recreation Courts:	Basketball courts (2); Tennis courts (6)
Outdoor Education Center:	Tennis courts (11); Disc golf course; Sand volleyball courts (3); Pavilion; Picnic Area
Rams Head Recreation Center:	Basketball courts (2); Dasher board court (1); Studio/Multipurpose room (1)
South Campus Recreation Complex:	Basketball Courts (2); Inline Hockey Court (1); Paddle Tennis Courts (3); Sand Volleyball Courts (3); Tennis Courts (3)
Student Recreation Center:	Studio A; Studio B
Woollen Gymnasium:	Room 106 (Main gym floor– 8 basketball courts); Multipurpose area; Room 017 (weight room)

W. **Limitations of Reservation:** Except for Sports Clubs and approved Campus Recreation programming, the following facility spaces cannot be reserved by student organizations or University departments **Monday-Thursday** during the academic year:

Fetzer Gymnasium:	Gyms A, B, C; racquetball courts (15); Squash courts (6)
Hooker Fields:	4 Soccer/flag football synthetic sport-turf fields
North Campus Recreation Courts:	Basketball courts (2); Tennis courts (6)
Outdoor Education Center:	Tennis Courts (11); Disc Golf Course
Rams Head Recreation Center:	Basketball courts (2); Dasher board court (1)
Woollen Gymnasium:	Room 106 (Main gym floor– 8 basketball courts)

Reservations for non-Campus Recreation programming can be made in the above facilities (section 2W) on Friday-Sunday only during the academic year.

X. **University Breaks, Holidays, Exams, and Reduced Operating Hours:** All long-term reservations (including Sport Clubs) in the facilities are cancelled during University Breaks, Holidays, exam periods and reading days. Long-term reservations are also cancelled during periods when the facilities are operating under a reduced schedule. Requests for reservations during reduced operating hours will be accepted according to the procedures outlined in section 2G. Student Organizations are encouraged to check the weekly events schedule on the [Campus Recreation website](#) for details. The weekly events schedule always trumps the long-term facility schedule. Unless the weekly events schedule indicates a reservation, the facilities are available for drop-in use during these times.

Section 5: Campus Recreation Studio/Multipurpose Room Reservations

Conditions of Use

In addition to the conditions of use outlined in sections one and three, groups approved to use Campus Recreation studios/multipurpose rooms must abide by the following conditions:

A. **Eligibility & Guests:** Only eligible patrons are permitted to use Campus Recreation facilities at all times. All members must present a current UNC One Card, Gym and Pool Privilege card, or appropriate guest pass to gain access to the facility. Guest members may purchase a one-day guest pass for \$5.00 per day on Fridays, Saturdays or Sundays during the academic year, and at all times during University breaks and Summer School.

Guest instructors or choreographers of officially recognized student organizations are permitted access to scheduled studio space during reserved times only. Each student organization may sponsor a maximum of two [2] guest instructors or choreographers per semester. Guest instructors or choreographers are strictly prohibited from using any other activity areas during scheduled practice times, such as cardio or weight training equipment, basketball courts, etc. Guest members or choreographers that violate this policy will be asked to leave the facility immediately and the sponsoring organization will lose all facility scheduling privileges

B. **Check-in:** Reservation holders must sign in and sign out according to the building policy. Reservation holders must sign in at the reception desk to gain access to their reserved space. Likewise, the reservation holder must sign out at the time of the reservation's conclusion. The last group each night must sign out prior to the official closing time of the facility. All reservations will end 15 minutes before the building is scheduled to close.

C. **Music:** All student organizations must provide their own stereo system. Student organizations (or other groups) are strictly prohibited from using Campus Recreation stereo equipment, including microphones, CD players, mixers, amplifiers and speakers.

D. **Conduct:** Grounds for immediate revoking of group reservation privileges include:

- Failure to follow any conditions of use mentioned above.
- Assisting ineligible users in gaining access to the facility.
- Failure to return the reserved space to its original state or intentional damage to property.
- Failure to sign out prior to the end of the reservation.
- Failure to comply with staff requests.

Long-term Reservations of Campus Recreation Studio/Multipurpose Facilities

E. **Process:** University of North Carolina at Chapel Hill officially recognized student organizations may request long-term reservations of Campus Recreation studio/multipurpose space. A long-term

reservation is defined as *“at least one reservation occurring weekly for an entire academic semester”*. Recognition status of all student organizations will be determined and maintained by the Office of Student Activities and Organizations at the Carolina Union. Student Organizations that do not maintain official University recognition status will be dropped from the reservation schedule immediately and will not be permitted to make or resume reservations until status is fully reinstated; such groups may lose pre-assigned reservation times indefinitely.

F. **Limitations:** With the exception of student organizations that are full members of the Campus Recreation Sport Club Program (not including probationary status), all student organizations are limited to a maximum of three [3] reservations per week OR a maximum of six [6] hours of reserved time per week, whichever occurs first.

G. **Scheduling:** Scheduling of long-term reservation times will be conducted through a lottery system. All student organizations that wish to request a long-term reservation must attend the lottery-draft. The lottery-draft will be conducted once per semester for reservation times to occur during the following semester, i.e. a lottery will be held in the late Spring for reservations occurring during the next Fall semester, and another in the late Fall for reservations occurring during the next Spring semester. Reservation requests from student organizations that do not attend the lottery will be accepted only after the lottery-draft is complete. Student organizations will be notified of the lottery-draft date, time and location via email and posting on the Campus Recreation website. Note: student organizations that are full members of the Campus Recreation Sport Club Program will receive priority scheduling and are not required to participate in the lottery-draft. Groups that violate any conditions of use stated above may be prohibited from participation in the lottery-draft or may receive a lower priority.

Cancellations and Switches

H. **Notices:** All groups must notify Campus Recreation of any cancellations in writing, by emailing pdunlop@unc.edu. Cancellation notices must be received by 5.00pm on the Thursday before the week of the reservation (reservation week starts on a Monday). Failure to cancel, i.e. a no-show, will result in a written warning to the group. A second no-show will result in a two-week suspension of the group's reservation privileges. A third no-show will result in the loss of reservation privileges for a period of 12 weeks.

I. **Switching:** Groups are welcome to switch or surrender timeslots to each other. However, all switches must be approved by Campus Recreation in advance. Notices must be received, in writing, by 5.00pm on the Thursday before the week of the reservation by emailing pdunlop@unc.edu. Failure to properly notify Campus Recreation of swapped or surrendered timeslots will result in the loss of reservation privileges of both groups for a period of two weeks.

One-time Reservations of Campus Recreation Studio/Multipurpose Facilities

J. **Process:** One-time requests for studio/multipurpose space will be accepted by submitting an online request form from the Campus Recreation website. Student organizations (other than those who are full members of the Campus Recreation Sport Club Program) with existing long-term reservations will be subject to maximum weekly reservation limitations identified in article E above.

K. **Scheduling:** Scheduling for one-time requests is dependent upon available space, impact to existing programs and the scope and nature of the event itself. Requests for additional practice time from groups with long-term reservations are normally denied.

Drop-in Use of Campus Recreation Studio/Multipurpose Facilities

L. **Definition:** Drop-in use refers to times when studios/multipurpose rooms are not used for group exercise classes, Campus Recreation programming or reservations. The long-term facility schedule posted at each facility will indicate when a studio/multipurpose room is available for drop-in use. Note that reservations are occasionally made during the assigned drop-in times indicated on the long-term facility schedule; groups are encouraged to check the weekly events schedule on the

Campus Recreation website for potential conflicts. The weekly events schedule always trumps the long-term facility schedule.

M. **Priority:** During assigned drop-in times (or times when the assigned activity is cancelled), ALL patrons may use the studios/multipurpose rooms for individual or group activities. Common drop-in activities include individual or group exercise activities and stretching.

N. **Group Use of Drop-in Time:** Groups or student organizations may use assigned drop-in time to choreograph or practice on an “as needed” basis. Circumstances such as an upcoming performance may warrant use of drop-in time for additional practice or choreography. Groups or student organizations that choose to utilize a studio/multipurpose room during assigned drop-in time must share the space with all other users whether they are individuals, other organized groups or student organizations. Groups or student organizations that use drop-in time for additional practice or choreography should be considerate of all other users by outwardly sharing the space and staying clear of the entry. Staff will intervene if necessary.

O. **Music During Drop-in:** Music is permitted during drop-in use so long as it is appropriate for volume and content (staff will determine if necessary). If multiple groups, student organizations or individuals show up during assigned drop-in at any one time, they must all share the space including an agreed choice of music (if any).

Breaks and Holidays

P. **University Breaks, Holidays, Exams, and Reduced Operating Hours:** All long-term reservations in studios/multipurpose rooms are cancelled during University Breaks, Holidays, exam periods and reading days. Long-term reservations are also cancelled during periods when Campus Recreation facilities are operating under a reduced schedule. Student Organizations are encouraged to check the weekly events schedule on the Campus Recreation website for details. Again, the weekly events schedule always trumps the long-term facility schedule. Unless the weekly events schedule indicates a reservation, all studios/multipurpose rooms are available for drop-in use during these times.