

Ferris State University Racquet & Fitness Center Reservation Policy

Reservation Policies & Procedures:

- Reservation forms can be picked up at the Racquet & Fitness Center or found at: https://www.ferris.edu/rqt/facility_services/facility_rental.htm
- Requests for facility reservations must be made at least two weeks prior to event.
- Drop-In reservations are subject to published Facility Fees (per 2019 University Rates).
- ***Complete the reservation form in its entirety.*** Failure to do so will prolong the process.
- Academics classes and athletic home matches are given priority for reservations.
- Requests are handled in the order they are received.
- Students making reservations must have a ***valid*** FSU identification and be enrolled in classes at time of request.
- Event participants who are under 18 will need adult supervision when the event extends past normal business hours. It is the registration holder's responsibility to ensure the security of the facility and proper supervision of the participants.
- Tennis courts are for playing tennis or pickleball only. Other gaming activities are not allowed on the courts.
- Tennis shoes or gym shoes without black outsole must be worn on the tennis courts.
- ***Check-in:*** Reservation holders must sign in at the front desk using their identification.
- ***Check-out:*** All events must end at least 10 minutes prior to the building closing.
- ***Music:*** Unless you have an exclusive rental when the facility is closed, you are prohibited from bringing sound systems into the facility.
- ***Conduct:*** Grounds for immediate revocation of 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.
 - Intentional damage to property.
 - Failure to comply with staff requests.
- The Racquet & Fitness Center management reserves the right to make changes in all policies and reservations without prior notice.

Charges:

- ***Charges:*** All rental fees must be paid within ***seven*** days prior to event or the reservation will be cancelled without notice.
- ***After Hours Charges:*** In addition to the rental and event operation fees, any group that schedules an event outside the facility's regular operating hours must pay the personnel costs incurred in keeping the facility open beyond its posted hours. These fees must be paid within ***seven*** days prior to event or the reservation will be cancelled without notice. Racquet Facility's personnel will not work past midnight, so it is the registration holder's responsibility to ensure the security of the facility and the safety of the participants.
- ***Cleaning Fee:*** Registration holder is responsible to keep the facility clean. There will be a minimum \$50 cleaning fee charged to the group for cleaning after the event.

- Damage: Registration holder will be charged for any damages caused by improper use or failure to follow instructions. Damage fees will be adjusted based on the current market value.

Cancellation Policy:

- Cancellation requests must be made in writing and emailed to jingnestle@ferris.edu. Date and time of cancellation request will be used to assess the refund amount and will be calculated as stated below:
 - University departments are permitted to cancel reservations without penalty by submitting the cancellation in writing 48 hours in advance once only per semester.
 - 100% refund if cancellation occurs seven or more days prior to the reservation.
 - 75% refund if cancellation occurs within seven days of event.

The undersigned will be responsible for the use of the premises and is 18 years of age or over. While using University facilities and/or equipment, the applicant shall be responsible for the behavior of those in attendance. In consideration for the privilege of using these facilities, the applicant also agrees to indemnify Ferris State University, its officers, agents, and employees against any property or personal loss, damage, and/or liability that may be suffered or incurred by the University, its officers and employees caused by, arising out of, or in any way connected with the use of the Ferris State University facility or the exercise of the privilege granted. It is understood that I have read and agree to abide by the policies set forth.

Print Name: _____

Signature: _____

Date: _____