

University Recreation Reservation Guidelines

Reservation Policies/Procedures:

- Reservation forms can be filled out using the following link: [Reservation Form](#)
- Requests for facility reservations must be made at least two weeks prior to event.
- **Complete the reservation form in its entirety.** Failure to do this will prolong the process.
- Academics are given priority for reservations in class room spaces.
- Intramural and Club Sports will be given priority for court rentals, followed by student groups, and then the public.
- Requests are handled in date-received order.
- Students making reservations must have a **valid** FSU identification and be enrolled in classes at time of request.
- The maximum number of courts that can be reserved during open recreation is **two** (at the discretion of UREC).
- **Check-in:** Reservation holders must sign in and sign out at the reception desk using your identification. All reservations will end 10 minutes prior to building close and you are responsible to exit the building at the close of business.
- **Music:** You are strictly prohibited to use the Student Recreation Center's stereo systems. Unless you have an exclusive rental, when the facility is closed, you are prohibited from bringing sound systems into our 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 or intentional damage to property.
 - Failure to comply with staff requests.
- The office of University Recreation 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.
 - Registered Student Organizations are allowed classroom space reservations free of charge during facility hours. Any requests in addition to the free reservations will follow the published facility fee rate chart found at: <http://www.ferris.edu/htmls/studentlife/u-rec/facilityfees.html>
- 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.

Cancellation Policy:

- Cancellation requests must be made in writing and emailed to ValWells@ferris.edu or JustinHarden@ferris.edu. Date and time of cancellation request will be used to assess the refund amount and will be calculated as stated below:
 - Groups 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.

