

# FERRIS STATE UNIVERSITY

## UNIVERSITY RECREATION RESERVATION REQUEST

*Completion of application does not guarantee privileges will be granted. All rental requests are considered on an individual basis and require a minimum of two week's advance notice. Large events may require additional building security, staff, and custodial service at an additional cost. Any facility damage or excessive cleaning incurred after an event will be charged to the rental organization. All rentals must assist our staff in maintaining a safe, clean, and positive environment as well as cooperate with staff and adhere to University guidelines.*

Today's Date: \_\_\_\_\_

Registered Student Organization     Off Campus Rental Group     Non-Ferris Group

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Registered Student Organization (RSO): \_\_\_\_\_

Is your event registered with the Center for Student Involvement office? \_\_\_\_\_

Position in RSO: \_\_\_\_\_ Advisor: \_\_\_\_\_

Advisor's Phone: \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Occurs: *Monthly Weekly One Time Recurring*

Day (s) of the week: *Monday Tuesday Wednesday Thursday Friday Saturday Sunday*

Set up time required *Yes No* Indicate set up time: \_\_\_\_\_ to \_\_\_\_\_

Tear down time required *Yes No* Indicate tear down time: \_\_\_\_\_ to \_\_\_\_\_

Description of event:

\_\_\_\_\_  
\_\_\_\_\_

Attendance expected: \_\_\_\_\_ Number of Non-University participants: \_\_\_\_\_ Age range: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_

**Area Requested:**

- Classroom 102G – Off of Gym
- Classroom 115
- Classroom 003 – Basement Level
- Club Room 001 – Basement Level
- Court 1     Court 2
- Court 3     Court 4
- Fitness Studio 202C
- Climbing Wall
- Pool

**WEST IM FIELDS:**

- Field 1     Field 3
- Field 2     Field 4

**Equipment Requested:**

- Chairs # \_\_\_\_\_  Tables # \_\_\_\_\_
- Sporting Equipment Needed

Describe:

\_\_\_\_\_



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## University Recreation Reservation Guidelines

### Reservation Policies/Procedures:

- Reservation forms can be picked up at the Student Recreation Center or found at: <http://www.ferris.edu/urec/Reservation.pdf>
- Requests for facility reservations must be made at least two weeks prior to event.
- Drop-In reservations are subject to published Facility Fees (per University Rates).
- ***Complete the reservation form in its entirety.*** Failure to do this will prolong the process.
- Academics are given priority for reservations.
- 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 15 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 ten 50-minute reservations for classrooms, each semester, 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/urec/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. There will also be charges if additional staff are needed during an event. 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](mailto:ValWells@ferris.edu) or [JustinHarden@ferris.edu](mailto: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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_