

Ferris State University  
Student Recreation Center  
Campus Community 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 2005 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.
- **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 must provide your own stereo system. You are strictly prohibited to use the Student Recreation Center's stereo systems.
- **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, 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. 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 [vandersc@ferris.edu](mailto:vandersc@ferris.edu) and [hornc@ferris.edu](mailto:hornc@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.