

## Recreation Services Facility Requests Policies and Procedures:

### I. Panther Hall Pool Requests

- a. Requests that are during regular hours (see hours posted online) and less than 30 people participating (minimum 2 week notice)
  - i. Facility Request Form submitted to Recreation Services Facility Coordinator
  - ii. Approval by Director of Residential Life
  - iii. Approval by Recreation Services
  - iv. Group is contacted by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA) and Invoice and added to facility schedule
  - v. \$50 deposit due one week prior to event
- b. Requests outside normal operating hours and/or more than 30 people participating (minimum 30 days notice)
  - i. Facility Request Form submitted to Recreation Services Facility Coordinator
  - ii. Approval by Director of Residential Life
  - iii. Approval by Recreation Services
  - iv. Group is sent Environmental Health and Safety (EHS) checklist that must be turned into CSC 162
  - v. Approval by EHS
  - vi. Group is contacted by Recreation Services Facility Coordinator, sent LOA and Invoice and added to facility schedule
  - vii. \$50 deposit due one week prior to event

### II. Recreation Field: Large Event

- i. **These events may require additional Recreation Services staff members; involve major equipment; involve participation of minors; require extended setup/cleanup time or involve a large amount of participants. Examples include: sports camps, sports tournaments that are open to outside FIU community, video shoots.**
- b. Facility Request Form submitted to Recreation Services Facility Coordinator minimum 30 days prior to event
- c. Approval by Recreation Services
- d. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule
- e. If needed, group is send EHS checklist that must be turned into CSC 162
- f. If needed, approval by EHS
- g. Minimum \$50 deposit due one week prior to event

### III. Recreation Field: Small Event

- i. **These events are only open to the FIU community; require little or no equipment; or involve a small amount of setup/cleanup time. Examples include: sports tournaments among FIU organizations, sports clubs and physical education courses.**

- b. Facility Request Form submitted to Recreation Services Facility Coordinator minimum 30 days prior to event
- c. Approval by Recreation Services
- d. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule
- e. Minimum \$50 deposit due one week prior to event

**IV. Recreation Center Indoor Basketball Courts: Large Event**

- i. These events may require additional Recreation Services staff members; involve major equipment; involve participation of minors; require extended setup/cleanup time or involve a large amount of participants. Examples include: sports camps, sports tournaments that are open to outside FIU community, video shoots.**
- b. Facility Request Form submitted to Recreation Services Facility Coordinator minimum 30 days prior to event
- c. Approval by Recreation Services
- d. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule
- e. If needed, group is send EHS checklist that must be turned into CSC 162
- f. If needed, approval by EHS
- g. Minimum \$50 deposit due one week prior to event

**V. Recreation Center Indoor Basketball Courts: Small Event**

- i. These events are only open to the FIU community; require little or no equipment; or involve a small amount of setup/cleanup time. Examples include: sports tournaments among FIU organizations, sports clubs and physical education courses.**
- b. Facility Request Form submitted to Recreation Services Facility Coordinator minimum 30 days prior to event
- c. Approval by Recreation Services
- d. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule
- e. Minimum \$50 deposit due one week prior to event

**VI. Recreation Center Group Fitness Rooms**

- a. Facility Request Form submitted to Recreation Services Facility Coordinator minimum two weeks days prior to event
- b. Approval by Recreation Services
- c. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule
- d. Minimum \$50 deposit due one week prior to event

**VII. Recreation Center Lobby**

- a. Facility Request Form submitted to Recreation Services Facility Coordinator minimum two weeks days prior to event
- b. Approval by Recreation Services
- c. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule

**VIII. Recreation Center Conference Room**

- a. Facility Request Form submitted to Recreation Services Facility Coordinator minimum two weeks days prior to event
- b. Approval by Recreation Services
- c. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule

**IX. Tennis Center – Recreation Courts**

- a. Facility Request Form submitted to Recreation Services Facility Coordinator minimum two weeks days prior to event
- b. Approval by Recreation Services
- c. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule
- d. Minimum \$50 deposit due one week prior to event

**X. Outdoor Basketball Courts**

- a. Facility Request Form submitted to Recreation Services Facility Coordinator minimum 2 weeks days prior to event
- b. Approval by Recreation Services
- c. Group is contact by Recreation Services Facility Coordinator, sent Letter of Agreement (LOA), Invoice and added to Facility Schedule
- d. Minimum \$50 deposit due one week prior to event