

UMSL Campus Recreation  
Recreation and Wellness Center  
Facility Reservation – Policies and Procedures

**Facility Scheduling Priorities**

In order to meet the varied educational and recreational needs of the campus, a scheduling priority system has been established by the Department of Campus Recreation. All Campus Recreation facility requests must be presented to the administrative offices located in the main level of the UMSL Recreation and Wellness Center (RWC) and requires approval from Campus Recreation. Different indoor and outdoor recreational facilities may have different scheduling priorities based on their intended use and funding base. Campus Recreation is committed to supporting drop-in recreational opportunities. Facility scheduling requests may be limited during peak hours of facility usage. Appropriate fees will be assessed for groups securing recreational facilities for events (both internal and external). The priority list below is representative of recreation facilities on campus.

**Priority One:** Drop-in/open recreation use for all students/members.

**Priority Two:** Formal programs administered through the Department of Campus Recreation. This would include aquatic, fitness, wellness, intramural, club sports, department sponsored special events and summer camps.

**Priority Three:** Other student and University group usage including but not limited to student organizations, academic classes/programs, University departments, special events, and varsity athletic practices and competitions.

**Priority Four:** External group usage, both University sponsored (affiliated) or non-affiliated.

The following criteria are used in rendering decisions to approve or deny facility scheduling requests:

- Impact to existing programs and available spaces
- Scope and nature of event
- Appropriateness of the activity or event
- Compatibility of the activity and the facility in which it will be conducted
- Previous experience with similar events
- Groups ability to meet all requirements relative to usage policies and procedures, facility usage, and event management charges
- Availability of required personnel

**Campus Recreation & UMSL Policies & Procedures**

- All University of Missouri – St. Louis and Campus Recreation policies and procedures are to be followed at all times.
  - Please read the UMSL Campus Recreation Building Policies Manual.
- In the event that the RWC must be closed, those with scheduled events will be notified as soon as possible. UMSL Campus Recreation will attempt to reschedule the event at the soonest available date or may issue a refund when necessary.
- The rental group agrees to comply with all applicable federal, state, and local laws, ordinances and regulations and all applicable UMSL rules, regulations, policies, procedures and guidelines.
- UMSL is a tobacco-free campus. This includes all university owned and university leased buildings, parking garages, parking lots, outdoor grounds, sidewalks, and vehicles. The tobacco-free policy applies to faculty, staff, students, contractor and consultant employees, performers, visitors and the general public.
- UMSL does not allow the possession of weapons on University property.

## **Forms & Processing**

- Reservation requests can only be made by completing the facility rental request form found on our website. Facility rental requests are processed in the order in which they are received.
- The RWC reserves the right to decline facility usage for any name/organization submitting a facility rental request.
- The RWC provides space for any name/organization affiliated and non-affiliated with University of Missouri - St. Louis. All approved facility rentals will be associated with a rental fee indicated in writing with your email confirmation.
- Only student organizations recognized by the Office of Student Life may reserve space through the Assistant Director of Facility Operations. Student Organizations without SABC funding are required to pay all charges prior to the date of the event.
- Only registered student officers can book events on behalf of the student organization. Reservations from non-registered student officers, general members, and/or advisors will not be accepted.
- It is the responsibility of the name/organization listed on the request form to pay all rental fees in full prior to the start of the event. Rental fees must be paid with cash, check, or credit card (except American Express) at the Recreation and Wellness Center.
  - Campus departments may pay by MOCODE. Student organizations, however, must have approval from the Office of Student Life prior to submitting the reservation form.
    - Campus departments will be invoiced after the last event date listed on the reservation form.
- All facility rental requests must be submitted 14 business days prior to the scheduled event and requests cannot be made more than 6 months in advance. All facility rental requests submitted before and after this time period will not be accepted.
- Facility rental requests will be approved or denied via email by UMSL Campus Recreation within 3 business days of submission. After the facility rental request has been approved the name/organization must communicate all specific setup needs to UMSL Campus Recreation 3 business days prior to the event. Any specific setup needs conveyed after this time period may not be accommodated.
- All facility rentals are subject to a 25% deposit if it is deemed necessary by UMSL Campus Recreation. This deposit fee will be provided in writing with your email confirmation. The deposit fee must be paid by the date indicated or the name/organization will forfeit their facility rental. The deposit fee will be applied to the total cost of the facility rental.
- A confirmation will be e-mailed to your UMSL e-mail account.
- ***Please do not send advertisements until you have received confirmation.***

## **Reservation Restrictions**

- The copier located at the RWC administrative office suite is for office use only. We do not allow facility rentals to access the copier for any reason. Please make all copies before the facility rental takes place.
- All amplified music including but not limited to public address systems, boom boxes, bands, and disc jockeys must be approved prior to use. Audio/video equipment must be kept at low levels inside and outdoors.
  - We must be respectful of other members in the building, as well as, the residents and neighborhoods surround the RWC.

### **Organizer Presence, Staffing, & Supervision**

- The event organizer or an approved representative must be present throughout the event with access to the confirmation e-mail.
- UMSL Campus Recreation will determine if extra staffing will be required. If it is determined extra staffing will be needed the name/organization will be responsible for the staffing fee and this will be indicated in writing with your email confirmation.
- All facility rentals requesting to use space for a fitness & wellness activity must use UMSL Campus Recreation Fitness & Wellness staff. Instructors for fitness & wellness activities will be scheduled by UMSL Campus Recreation.
- Specialty staffing (i.e. Building Managers, lifeguards, officials, fitness instructors) must be arranged at least one week prior to the event.
- Campus Recreation requires all facility rentals catering to minors (birthday parties, camps, sport clinics, etc.) meet the adult supervision levels as outlined in the table below:

<b>Age</b>	<b># Adult Supervisors</b>	<b># Participants (General Rental)</b>	<b># Participants (*Pool Rental)</b>
5 and Under	1	6	4
6-8	1	8	6
9-14	1	10	8
15-18	1	12	10

\*Supervision for pool rentals requires that the adult(s) is/are actually in the water for the duration of the event.

### **UMSL Campus Police**

UMSL Campus Recreation and Campus Police will determine if a police officer will be required at the event. If it is determined a police officer will be needed the name/organization will be responsible for the staffing fee and this will be indicated in writing with your email confirmation.

### **Liability Insurance & Participation Waivers**

UM Risk & Insurance Management requires that all non-university-sponsored events be covered by Commercial General Liability Insurance (comparable to comprehensive General Liability Insurance). This insurance must be purchased through the requestor's insurance carrier. Essentially, the terms of the insurance are as follows:

- The standard minimum coverage is \$1,000,000 combined single limit for bodily injury and property damage, per occurrence and aggregate.
- The insurance policy must name "The Curators of the University of Missouri" as an additional insurer.
- The organization will provide for Worker's Compensation coverage at statutory limits and Employers' Liability coverage with a minimum limit of \$100,000 per occurrence and aggregate.
- If the policy is changed or canceled, written notice should be sent to UMSL Campus Recreation prior to the event date.
- An event held over a period of consecutive days will be covered under one policy. A separate policy must be purchased for each subsequent event.
- A certificate of insurance must be returned along with the signed agreement by the date specified by UMSL Campus Recreation.

### **Equipment Rental, and Set-up/Tear-Down**

- If you would like to reserve any equipment for your event, make sure to include that information on the online facility request form.
- Any facility rental requesting a setup is subject to a setup fee.
- All equipment requests must be received at least 3 business days prior to the event, so that, Campus Recreation staff can confirm that the equipment is available for use and include the rental fee in the final invoice.
  - The RWC has a limited number of tables and chairs in inventory. If the event requires more tables and chairs than the RWC has we will contact Conference Services for additional amounts. The name/organization will be responsible for the cost of additional table and chairs and this will be indicated in writing with your email confirmation.
- Any set-up and/or tear down of equipment will be completed by our staff. If you have specific set up instructions for your event, those instructions must be included with your request.
- Any recreational equipment reserved will be available for pick up at the Welcome Desk on the 2nd Floor of the RWC.
- The main contact for the event is responsible for the return of any/all reserved equipment.
  - Equipment must be returned on the same day of check-out.
  - The full reimbursement/ replacement cost will be charged to the group for equipment that is lost or damaged.
- A \$25.00 administrative fee will be added to the final invoice for all request changes (times, locations, equipment, supervision, etc.) made with less than a 48 business hours advanced notice from the date/time of the event.

### **Decorations**

- Decorations may not compromise public safety or create risk of property damage.
- Duct tape, glue, tacks and nails may not be used on any floor or wall surface.
  - It is recommended you use quick release tape, packing tape, or poster putty for securing decorations.
- Directional and/or promotional signage is not permitted without prior approval.
- The group is responsible for removing all decorations upon conclusion of the event.
- Loose decorations such as glitter, confetti, or beads are not permitted.
- Open flame candles are not allowed.

### **Damages to University Property**

- Immediately following the facility rental, UMSL Campus Recreation asks the area is returned to its original arrangement by the name/organization listed on the facility rental.
- It is the responsibility of the name/organization listed on the reservation request form to pay for all damages associated with the facility rental.
- Any facility and/or equipment damage incurred during an event as a result of improper behavior or misuse will be charged to the rental name/organization, at the equivalent retail price for replacement and/or labor charges.

### **Personal Items**

- The RWC strongly encourages members to lock up personal items in the day use lockers (it can be a personal lock or one can be purchased from the Pro Shop).
- The RWC is not responsible for stolen personal belongings within the facility or its grounds.
- If an item is lost or stolen, contact the Building Manager on duty or find a Campus Recreation staff member to assist you.

### **Food & Beverage**

- All food and beverage served on campus must be provided through the University's contracted food service company, Sodexo Catering. Sodexo Catering is located in the Millennium Student Center, Room 218. For information, call (314) 516 – 4321 or visit <http://umsl dining.com/catering/index.html>
- Food and beverage are allowed in the lobby area, conference rooms, Studio #4, and Aquatic Classroom only. Plastic bottles with water and a lid or spout may be used in the activity areas (1st, 2nd, or 3rd floors). Glass beverages are prohibited.
- Alcohol is strictly prohibited in all areas in and around the RWC property and grounds.

### **Cancellations & No-Show Policies**

- Cancellations 48 hours prior to the event will not be charged.
- Cancellations under 48 hours but over 24 hours will be charged half of the facility space and service fees.
- Cancellations within 24 hours of the event will be charged the full facility space and service fees.
- Cancellations and/or changes to an event must be submitted in writing by e-mailing UMSL Campus Recreation professional staff.
- Groups that fail to show up for a scheduled event will be invoiced the full amount owed plus a \$25.00 no show fee and reservation privileges may be revoked.
- Reserved spaces will be released 30-minutes after a scheduled event's start time if a group fails to show up and/or communicate issues in advance.

### **Rental Packages**

#### **Climbing Center Party Rental**

A minimum of two hours are required to rent the climbing wall. The Climbing Center cannot be rented for a birthday party during climbing wall normal hours of operation. Rentals are based on availability of staff and space. All reservations must be requested at least two weeks prior to the event. Basic rental fees include two climbing wall staff, climbing equipment, all necessary instruction, and use of climbing wall for two hours.

Participants must be at least 5 years of age and safely fit in a harness. Legal parents and guardians must read and sign the climbing center waiver prior to the rental. It is the responsibility of the name/organization to collect and bring waivers to the event. Rental rates are based on 20 climbers. Please contact the UMSL Campus Recreation professional staff if your event has more than 20 attendees or if you would like to utilize the wall for more than two hours.

### Pool Party Rental

This rental package includes 2.5 hours exclusive use in the Aquatics Classroom, and shared use in the natatorium, access to locker rooms and one lifeguard. This rate admits 20 guests. This number includes hosts, members, guests and parents and/or chaperones. Final guest lists must be completed a minimum of three days prior to the party.

- Party setup may begin as early as 30 minutes prior to the scheduled start time and cleanup must commence within 30 minutes of party's scheduled end time.
- RWC age restrictions and locker room policies must be followed at all times.
  - Gender Neutral changing room is located off of the free weight and group exercise area. Individuals that do not identify with a specific gender, families with small children, and any other individuals are encouraged to use that space and the lockers located in that area.
  - Children over 4 years of age must use same sex locker room.
- All participants are required to attend the ten minute review of pool policies and procedures with the assigned Lifeguard before being admitted into the water.
- RWC Natatorium pool equipment (kickboards, fins, etc.) are not available for use by rental groups.
- Participants must bring their own pool equipment/toys for use. Large inflatables are not allowed.
- Participants must wear the wristband provided by the assigned Lifeguard for the duration of the party. This will be used to identify birthday party attendees and skill level of the swimmers.

### Split Rental #1

This rental package includes one-hour in Fitness Studio #4 and a one-hour group fitness class. The class format depends on instructor availability. Additional equipment fees are applicable for meetings and presentations.

### Split Rental #2

This rental package includes one hour in Fitness Studio #4 and one hour at the Climbing Center. Additional equipment fees are applicable for meetings and presentations.

### Split Rental #3

This rental package includes one hour at the climbing wall and one hour on the MAC. The group will have access to the Aquatics Classroom (or Conference Room) for 2.5 hours.

### Split Rental #4

This rental package includes one hour in the pool and one hour on the MAC. The group will have access to the Aquatics Classroom (or Conference Room) for 2.5 hours.

### Split Rental #5

This rental package includes one hour in the pool and one hour on the Climbing Wall. The group will have access to the Aquatics Classroom (or Conference Room) for 2.5 hours.

### Meeting Room Rentals

The Recreation and Wellness Center offers six meeting rooms with seating capacities from 10-75 guests.

#### Half-Day Rental (4-Hours)

Charge for three hours for the selected facility space at the normal rate. Audio/visual equipment will be included in the rental. Additional rooms and activity add-ons are available upon request.

#### Full-Day Rental (8-Hours)

Charge for six hours for the selected facility space at the normal rate. Audio/visual equipment will be included in the rental. Additional rooms and activity add-ons are available upon request.

## **Facilities Rental Contract between CENTERS, LLC and **NAME OF RENTAL GROUP****

This contract entered into on the date listed on page 1 of this document by and between CENTERS, LLC, a limited liability company, hereinafter referred to as CENTERS, and the Host and/or Company specified on page 1 of this document, hereinafter referred to as **LESSEE**, for the use of facilities at the University of Missouri – St. Louis, “UNIVERSITY”, 229 Recreation and Wellness Center, 1 University Blvd. St. Louis, MO 63121.

This contract is for the rental of the spaces specified in the Resources section of this document for the purpose of coordinating the event specified at the top of this document at the date(s) and time(s) specified in the Resources section of this document.

LESSEE agrees to abide by all Facility Reservation Policies, including the stipulations for Special Reservation Packages if applicable. These policies can be found at <http://www.umsl.edu/campusrecreation/facilityinfo/index.html>.

LESSEE shall pay the sum specified as the Total and provide a Certificate of Insurance as described later in this document at least 7 days prior to the event. This contract must be signed by an authorized officer or agent of the LESSEE and returned to CENTERS at the UMSL Campus Recreation Office at least 7 days prior to the event. If not received on or before that date, the offer contained herein is withdrawn and the Contract is void, unless an extension is granted at the election of CENTERS.

This contract does not, and is not intended to, create a partnership or joint venture between CENTERS and LESSEE or provide for any interest in the real estate by CENTERS or LESSEE. Further, LESSEE is not authorized to use the name of CENTERS or the UNIVERSITY, in any form, in any printed material or for any purpose other than as identification of the location of the event(s). Any use in violation of the above permits CENTERS, in its sole discretion; to terminate this contract with forfeiture of any deposits as liquidated damages.

In the event LESSEE wishes to cancel this contract before the event, LESSEE will pay the half amount owed to CENTERS as liquidated damages; provided, however, that LESSEE may cancel without penalty if CENTERS receives such notice at its UMSL Campus Recreation office within two business days past the date the contract was signed.

LESSEE shall, throughout the duration of any resulting agreement, at its own expense, obtain and maintain in force insurance, from a duly licensed company selling insurance. LESSEE shall insure for Workmen’s Compensation in accordance with statutory requirements and for Employers Liability and Commercial General Liability with the following limits: \$1,000,000.00 each occurrence and in the aggregate and property damage in the amount of \$1,000,000.00. LESSEE will be denied the use of the facilities until such time as a Certificate of Insurance with "CENTERS, LLC" and "The Curators of the University of Missouri" named as an additional insured for Commercial General Liability, has been delivered to the Campus Recreation Office, and any scheduled dates that have passed will be canceled and CENTERS will have no obligation to provide alternate dates.

If, on the day(s) specified, the premises are unusable due to fire, strike, Act of God or any other unforeseeable natural disaster beyond the control of CENTERS, this contract shall terminate and LESSEE shall be liable only for the rental fee, pro-rated for that portion of the rental period hereof up to the date the facility becomes unusable.

To the fullest extent permitted by law, the LESSEE shall indemnify and hold harmless CENTERS, UNIVERSITY, and their agents and employees from and against all third-party claims, damages, losses and expenses including but not limited to attorney's fees (collectively "Losses"), arising out of or resulting from LESSEE'S occupancy of the space, provided that any such Losses are attributable to personal injury, to bodily injury, sickness, disease or death, or to injury to or the destruction of property, including the loss of use resulting there from, and are caused in whole or in part by a willful or negligent act or omission of the LESSEE or LESSEE's employees, participants, agents or spectators and further provided that such Losses are not attributable to CENTER's or UNIVERSITY's willful or negligent act or omission.

In the event of any suit, proceeding or action brought by either party hereto against the other party, the prevailing party in such action shall be entitled to be reimbursed from the non-prevailing party for all attorneys' fees and expenses arising from such suit, proceeding or action.

LESSEE shall be responsible for complying with all applicable federal, state and municipal laws and ordinances. LESSEE, its employees and participants are required to become familiar with and be subject to UNIVERSITY policies regarding emergency and safety procedures while on the University of Missouri – St. Louis campus. LESSEE, its employees and participants are required to become familiar with and be subject to UMSL Campus Recreation policies and procedures while inside the Recreation and Wellness Center.

LESSEE is responsible for its employees and agents, including training, supervision, and all financial obligations. LESSEE is responsible for maintaining appropriate staffing levels before, during, and after scheduled programs, including at least 15 minutes before and 15 minutes after scheduled operating hours or until all participants are gone.

CENTERS shall not be liable for loss or damage to personal property of any kind brought on the premises by LESSEE, its employees or agents, participants or spectators. CENTERS and UNIVERSITY agents and employees are specifically prohibited from accepting custody of any such property. It shall be the duty of LESSEE to advise its employees or agents by appropriate notice of such fact and to hold CENTERS and UNIVERSITY harmless against any and all claims of loss or damage to personal property of such persons, including attorney's fees and court costs, if any, except for damages less arising from the amount negligent of CENTERS.

LESSEE is responsible for any damages to the facility or equipment caused by its participants or spectators; reimbursement for replacement or repair must be paid to CENTERS within 3 days of request for payment. CENTERS has the right to cancel this Contract within fifteen days notice and all fees incurred by CENTERS will be pro-rated and returned to LESSEE.



CENTERS represents and warrants that it has the authority to represent UNIVERSITY, or other owners of the premises, for the purposes of this contract and to grant the rights granted herein. It is mutually understood and agreed that this Contract represents the entire Contract between CENTERS and the LESSEE and is not assignable and the parties accept all terms and conditions herein contained. This contract may be amended only by a written instrument that: (a) expressly refers to the provision(s) of this contract to be amended; (b) provides the full text of the amendment; and (c) is signed by an authorized representative of each party.

**Rental Agreement Details**

A. Facility Use:	Date(s), time(s), and spaces specified in Resources section of this document.
B. Rental Charge:	All fees itemized in Facility Fees section of this document.
C. Staffing:	LESSEE will supply staffing necessary to adequately supervise all attendees. Use of the LESSOR's normal facility staff is included in the rental rate, however any additional staff required for the event and rates to be charged is specified in the Labor section of this document.
D. Food	LESSEE understands that all food and drink, other than water, must be bought through or approved of by Sodexo at University of Missouri – St. Louis.
E. Equipment:	LESSEE will supply all necessary sports equipment unless otherwise agreed upon by both parties. Any equipment provided by the LESSOR is listed in the Equipment Fees and Additional Fees sections of this document.
F. Facility Access:	<b>Event participants may not use or access any area of the facility external to the reserved area and the corresponding toilet/water facilities.</b> Attempts to use other areas of the facility by any of the aforementioned individuals will result in a payment by the LESSEE of \$25/per individual.
G. Set-Up:	LESSEE will be allowed in the facility to begin set up no more than 1 hour prior to the scheduled start time of the event.
H. Clean-Up:	LESSOR will provide set-up & clean-up including removing all trash bags and any items that were not in the rented areas prior to group's arrival. LESSEE will clean area to Building Managers' satisfaction prior to leaving the facility and ending the contract. <b>If the area is not picked up to LESSOR'S satisfaction an additional cleaning charge of \$100 will be assessed.</b>

*I have read all parts of this contract and understand all conditions herein and with my signature accept these conditions.*

Accepted for CENTERS, LLC.  
 Signature: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_  
 Date: \_\_\_\_\_

Accepted for LESSEE  
 Signature: \_\_\_\_\_  
 Name (Print): \_\_\_\_\_  
 Date: \_\_\_\_\_