


<p>Name of Policy: Facility rental and usage</p> <p>Policy Number: 3364-35-14</p> <p>Approving Officer: President</p> <p>Responsible Agent: Athletic Director</p> <p>Scope: Athletic Department</p>	 <p>Effective date: February 1, 2008</p>								
<table> <tr> <td><input checked="" type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Major revision of existing policy</td> <td><input type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input checked="" type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy
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(A) Policy statement

The University of Toledo athletics department facilities will be considered for rental and usage for purposes other than university scheduled competitions based on the following priority basis:

- (1) University of Toledo athletics department events, contests, and team practices.
- (2) University of Toledo departments and organizations.
- (3) Outside organizations.

All events must meet guidelines that are established by the National Collegiate Athletic Association and Mid-American Conference

Variations to this policy must be approved by the athletics director or designee.

(B) Purpose of policy

The purpose of the policy is to provide guidance in the scheduling of events at athletics department facilities.

(C) Procedures

- (1) The facility rental request procedure shall be the following:
 - (a) An application for use must be completed by the party requesting to use a department of athletics facility.

- (i) The form must be submitted to the assistant athletic director for operations and events, no later than one month prior to the event.
 - (ii) Applications can be obtained online at www.utrockets.com/facilityrentals.
- (b) Confirmation of the request will be made by phone, e-mail, or in person once it has been determined that the facility is available and event requirements can be met.
 - (i) The assistant athletic director for operations and events or his designee will review events details with the parties involved either by phone, e-mail, or in person.
 - (ii) A facility use permanent will be sent to the lessee after all event details have been confirmed by the assistant athletic director for operations and events.
- (c) Payment for the use of the facility
 - (i) The lessee will be invoiced for the facility rental and costs associated with the event.
- (2) Event guidelines
 - (a) The University of Toledo athletics department must have a signed agreement/permit for each event.
 - (b) Any event considered being potentially harmful to the public image of the university will be denied.
 - (c) Any event considered to be potentially harmful to the facility will be denied.
 - (d) The University of Toledo athletics department will determine the number of personnel required for the safeguard of The University of Toledo's interest.
 - (i) The University of Toledo's personnel can include, but is not limited to, facility operations staff, event staff personnel, police and emergency medical service.
 - (ii) The amount of personnel assigned to an event will be determined based on the facility being utilized and the size and nature of the event.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p>February 13, 2008 Date</p> <p><i>Review/Revision Completed by: Athletic Department</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• None <p>Initial Effective Date: February 1, 2008 Review/Revision Date: Next review date: February 1, 2011</p>
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