

# University of Toledo Student Recreation Center



## Rental Planning Guide

- Get your rental packet at the SRC Office or **download an application, outing release and chaperone guide** from this website - **allow 2 weeks of lead-time**.
- Return completed application and application fee to: Student Recreation Center, Mail Stop 208, 2801 W. Bancroft, Toledo, OH 43606-3390. The completed **application and application fee are required** to process and hold your reservation.
- A signed UT "**Recreation Outing Release**" form is required for all participants and chaperones for all rentals. A copy of the form is included in the rental packet or can be found on [www.utreccenter.com](http://www.utreccenter.com). Fill in the name of the party/organization and event date; duplicate the form for all individuals in the party; turn all completed forms into the office staff or building manager on the day of your event. **Parental signature is required** for participants under the age of 18; personal handwritten notes are not acceptable.
- All rentals including minors as participants must **have active adult chaperones**. (High school age, 1 to 20 participants, junior high and younger, 1 to 10 participants). Mixed gender groups must have both male and female chaperones. You will be required to sign a chaperone policy review statement upon entry for your event.
- Non-university schools/organizations **must provide proof of insurance** (Certificate of Insurance) for its participants and event (UT co-insured). Individual participant insurance is acceptable for smaller personal and non-organizational shared events.
- Any activity that interferes with our safety systems or has potential to damage the facility is prohibited (Lazertag, hard or heavy equipment on wood floors, etc.) Contact the RC Director before your event to **discuss all equipment and decorations you wish to bring into the facility**. Submit advance diagrams of desired specific table, chair and equipment set-ups. No confetti please!
- Consider your equipment and food service needs and provide complete information on the application.
- Renters may bring in food, have their event catered or order pizza as long as they **comply with the UT food service contract limits (under \$500)**. Groups are responsible for all linen, china, paper and plastic service items they require for their rental. **There is no food preparation area - all food must be kept hot and or cold by the renter. We do not supply ice for rental events**. A small freezer is available to keep small quantities of ice cream frozen for birthday parties. Events producing large amounts of trash (50 or more people with food) are assessed **a trash hauling fee** in addition to other charges. A health department permit may be required for larger events. UT food vendor: AVI 419-530-8470
- Special pool equipment (water polo, inner tubes and the Hound Dog) is restricted to exclusive rentals. **Lost and damaged equipment** resulting from your rental will be invoiced to you following the event; invoice will reflect replacement or repair cost.
- Explore, learn and educate your group on **facility policies (Rec Short Notes & Chaperone Guide)** as they apply to your group (clothing, footwear, age limitations, safety and pool rules). **Always bring locks and towels**; we have limited coin operated lockers available in both locker rooms.

- **Groups with 30 or more participants** are required to have a **facility orientation** previous to the start of their event and are asked to subdivide into smaller groups that rotate activity areas to facilitate action for their participants and our regular patrons. **Additional staff required to conduct a rental event is charged to the renter.**
- **Review your approved confirmation invoice upon receipt. Changes may appear on the confirmation.** If you find any omissions or points you feel are in error, notify the Director immediately. Bring your invoice to the event to verify your event rate and arrangements. Confirmations are sent by e-mail if an address is supplied. If you do not receive a written or e-mail confirmation notice within a week of application - call immediately to verify receipt of your application and approval of your event.
- **Exclusive Rental groups** need to complete and **submit a Police request form** at least 14 days previous to the event in order to secure an officer for their event. By contract, Campus Police have first right of refusal before outside police may be hired.
- Please help us delight the next patron with our environment by keeping all areas your group uses clean and picked up. We turn our rooms over several times daily and we want the facilities to be as clean for the 3rd user group as it was for the 1st group of the day. We depend on each person to pitch in to help keep us neat and clean. **Report spills to our staff for quick attention.**
- It is essential that groups **vacate rooms as scheduled** in order to meet our reservation commitments, cleaning and set up schedules. Failure to comply with a request to exit the room may result in additional charges due to disruption of other events scheduled.
- Our staff is committed to working with rental participants; we invite you to ask us for assistance to aid you in making your event exceptional.