

University of Toledo Recreational Services includes three indoor facilities and outdoor fields on both The University of Toledo's Main and Health Science Campus'. We strive to make our facilities available to interested parties from The University of Toledo and surrounding communities; while serving the university and community with recreational services and well-being.

Before completing a Facility Space Request Form review the following policies and guidelines which will assist you in planning your next event with the Office of Recreational Services at the University of Toledo!

We value the importance of booking our facilities for informal recreational needs to the UT students and paying members. Due to this we will strive to offer open recreation for our users during hours of operation.

Priority scheduling is given in the following order:

1. Regularly scheduled Academic Classes
2. Office of Recreational Services requests
3. University of Toledo requests
4. Non-University Requests Advanced Notice

Advanced Notice

To process paperwork and obtain necessary approvals, we require space reservation forms to be submitted within the required time.

Meetings, Birthday Parties, trainings, and other small events must be submitted at least 2 weeks prior to the requested event date.

Seasonal Swim Practices, Camps, Late-Night Parties, and large events must be submitted at least 4 weeks in advance, 8 weeks is preferred, of the event date.

Registered Student Organizations! The Office of Student Involvement and Leadership requires all events to be submitted through InvoNet at least 28 days in advance. Please make sure you are planning to meet all deadlines.

Group Reservations

Groups of two or more using general recreation spaces are required to go through the rental process.

The Office of Recreational Services, The Division of Student Affairs and The University of Toledo are not responsible for lost, stolen or misplaced property. All areas of the SRC, Morse and HEC, including the locker rooms, are for use at the risk of the patron.

All student organizations must register their event in Invo-Net and have their event approved by the Office of Student Involvement and Leadership before the event can be reserved at a Recreational Services facility.

All Student Organization rentals approved through Invo-Net are not confirmed within a Recreational Services facility until a signed conformation has been received by the event coordinator.

Submitting the Facility Space Request Form through Invo-Net or www.utreccenter.com does not mean that the facility, equipment or instructor has been reserved for your event. The Office of Recreational Services will have determined the requested items are available and all rental requirements have been met; then you will receive a confirmation contract. **The confirmation will be emailed to you with a request to review the contract, sign it and return it to the appropriate location. If the signed contract is not received within 5 business days of the event date, the event will be canceled.**

Requests are processed in the order in which they are received. Please allow a minimum of 48 or two business days for an Office of Recreational Services staff member to respond to your request.

Any Office of Recreational Services user who needs special accommodations may check in at the main office or may call 419-530-3700 prior to their visit.

The Office of Recreational Services reserves the right to determine the potential harm to facilities or participants and may reject request.

Groups renting a facility are required to observe all applicable policies of the Office of Recreational Services and The University of Toledo, and all local, state and federal laws.

All users must abide by the Office of Recreational Services policies, including:

- Children 12 and under must have an adult member or guest pass holder always accompany the minor (guest or member) to the facility and supervise the minor for the duration of the visit. The adult member or guest pass must supervise the minor at all times. Supervision is defined by actively engaged, easily accessible and within reach of the minor.
- Children 12 and under are prohibited access to and use of the exercise machines, free weight area, spa and sauna.
- Children 13-17 may use the exercise machines, free weight area, spa and sauna as well as all other areas of the facility.
- Children age 17 and under must have a waiver signed by their parent or guardian on file in order to enter the facility.
- Children ages 7 and under must be within arm's reach of a parent/guardian when in the pool.
- Children 6 and over must use the appropriate gender locker room.

Activities Prohibited

Activities or items prohibited in any of the Office of Recreational Services facilities include:

- Roller-blading
- Candles/grills
- Fog machines
- Mechanical Bulls
- Music that disturbs regular patrons due to volume or content
- Any other activity or item identified as high risk

Photos

Photography of any kind (including cell phone and video cameras) is strictly prohibited unless prior permission is granted. Guests who wish to take photos or video must check in at the Main Office. These guests will be informed of the photo privacy policies. In exchange for a photo ID, the guest will be issued a photo pass, which must be clearly displayed at all times during the visit.

Attire

Shoes must be worn in all areas of the facility except the locker rooms and pool deck. Open-toe shoes or shoes that mark or damage the floors are prohibited.

Exercise attire must cover the lower back, front and sides of the torso to help prevent the spread of skin infections. Shorts must be long enough to cover the buttocks and groin area while exercising. Any patron wearing attire deemed inappropriate by Office of Recreational Services staff will be asked to change or leave the facility immediately.

Appropriate attire is required in all areas.

Shared Rentals

A shared rental is an event held during regular operational hours when the facility is open to regular patrons. A fee of \$10.00 per person is charged on the day of the event, and school field trips are charged \$8/student on the day of the event. There is no facilities fee; however, cost of extra staff will be billed to renter. A chaperone must be in each area that children age 12 and under are using. Chaperones must actively supervise the children and must enforce good behavior. Chaperone to child ratio of 1:10 is required for all groups with children under age 18.

Exclusive Rentals

An exclusive event is an event during non-operational hours. Costs include rental of the facility and staffing. Extra charges for staffing and miscellaneous items will apply. Facilities fees will be assessed based on the scope and duration of the rental. Full payment is due four business days before the event. All exclusive rental applications must be submitted a minimum of 4 weeks prior to the date of the event. Community groups holding an exclusive event will be charged a non-refundable application fee before a date is confirmed. The application fee will be applied to the final invoice. Rentals applications are available at the SRC Main Office and provided in a printable format off of the SRC website.

Indoor Rentals

Food is permitted only in the Oak, Maple, sycamore, Hickory and pool observation deck unless permission has been given by the Coordinator of Events and Facility Operations.

Outdoor Rentals

The Office of Recreational Services does not guarantee alternate indoor facilities, or rain dates, in the event of inclement weather; however, we will make every effort to find space or alternate dates.

Food and drink (except water) is not allowed unless permission has been given by the Coordinator Events and Facility Operations beforehand. Grills are not allowed on the any outdoor space, without permission from the Assistant Director of Facility Operations. Vehicles are not allowed on the outdoor spaces. No pets, tobacco products or alcohol are allowed in outdoor spaces.

Run/Walks

All routes must be approved by the Lancelot Thompson Student Union Reservations Assistant.

Aquatic Rentals

UTREC lifeguards will be required for any event occurring in the pool. The number of lifeguards is based on the activity and the number of participants. This decision is made at the discretion of the Coordinator of Aquatics and Safety.

- Only sandals or bare feet are allowed on the pool deck
- Horseplay or any behavior deemed unsafe will not be tolerated. Running, dunking, pushing, water fighting, chicken fight, splashing, spitting water etc. are prohibited.
- One parent/sponsor can only be responsible for no more than 3 non-swimmers.
- Only clean swim attire, designed for pool use may be worn in the pools and spa. A clean T-shirt may be worn over swim attire. Athletic shorts, spandex and undergarments are examples of inappropriate swim attire.
- When using the pool, children in diapers must wear protective plastic pants with secure leg closure or swim diapers.
- Personal water toys, water wings, life jackets and rafts may NOT be brought into the pools. The Office of Recreational Services provides Coast Guard approved life-jackets for member and guest use.
- Swim Tests will be administered to all groups who are 8th grade and younger for use of the dive well and lap lanes for lap swim.

Food Service

Rental groups are permitted to bring their own food or beverages to any indoor or outdoor facility or activity space with the approval of the Coordinator Events and Facility Operations. Events with food and beverage valued at over \$500.00 must have the approval of university catering. Eating and drinking are allowed only in specified areas. Alcoholic beverages and all forms of illegal substances are strictly prohibited. All guests must abide by The University of Toledo's no smoking policy.

Events needing a Temporary Food License Application must be sure to complete and pay for this license and inspection.

Vending

Rental groups are not permitted to sell products, or contract with outside vendors to sell products, in any Office of Recreational Services facility without the prior written approval of the Assistant Director of Facility Operations. Community groups charging for admission, heat sheets, programs or any other per person fee will be charged a \$200 fee.

Decorations and Signage

All decorations for the event are restricted to the area that is reserved by the group. Decorations must be hung with masking tape to not damage the paint or surfaces. No confetti, feathers, glitter, stickers, helium balloons or candles are allowed inside the facility. Tape and stickers are prohibited from being on any floors. If you would like additional signage, please contact your event coordinator for approval. Any additional time needed for decorating/removing decoration will be included on the rental agreement.

Advertising Events

Tabling University Departments and Registered Student Organizations can table if space is available. Fill out a Facility Space Request Form.

Community business and organization may table at any of our facilities. Cost is \$100 per day. Groups cannot impose on members and guests and must stay within the designated area. All groups must reserve space through the regular rental application process.

Event Posters

Groups can advertise on the community boards located in the Student Recreation Center corridor. The advertisement must be approved by the Assistant Director Business and Marketing at least 5 business days prior to the event. No signage or advertising can include the UTREC logo without prior approval.

Adjustment to Reservation Times

Events ending earlier than the reserved time will be charged the full rental and staffing fee per the rental contract.

Any event that exceeds the times reserved in the rental contract will be charged additional rental and staffing fees. Events that prevent another scheduled event in the same space, will be ended at the time of the event.

Code of Conduct

Rules and policies are posted and published for distribution to our members and guests. The authority to enforce these policies is vested in the Office of Recreational Services staff.

Violation of rules or posted policies, malicious use or defecation of UT property, solicitation, verbal/physical abuse of others, sexual harassment, discriminatory behavior or any violation of University policy will be investigated. Sanctions such as legal action, fines, restitution, temporary loss of privilege, revocation or restriction of membership, or referral of students to the University Student Conduct Office may be imposed.

The Office of Recreational Services staff has the authority to prohibit access to any individual suspected (odor, behavior, appearance, etc.) to be under the influence of drugs or alcohol.

All University of Toledo Student Code of Conduct policies and processes will be enforced.

Cancellation Policy

All events must notify their event coordinator, Cameron Pendergraph, Cameron.pendergraph@utoledo.edu, or 419 530 3703 at least 72 hours or 3 business days (Monday - Friday) prior to the start of their event. Please email with your name, the reservations group name, agreement number, date of event and reason why you are canceling. You will receive an email acknowledging your cancellation at no cost. A \$50 fee will be assessed for cancellations made within 72 hours of the event.

School groups using space, equipment or staff for their event, field trip or practice will not be charged the \$50.00 cancellation fee for weather related emergencies or snow days.

Larger events with staffing and set-up costs; failing to cancel event at least 72 hours prior, will result in full staffing and non-room rental fees being charged in addition to the \$50 fee.

Event Charges

Rates for facility rentals, staff, and equipment can be found at www.utreccenter.com. Staff assigned to the event is determined based on the size and activity type. Rental groups will be also charged for and special cleaning, maintenance or repairs resulting from the event or activity.

Payment

Payments for exclusive events must be paid 5 business days prior to the day of the event, unless directed by your facility contact as part of your rental agreement. Exclusive events require that an application fee be paid to hold a date. The application fee payment is applied to the final invoice. Exclusive rental groups may pay in person in the office or mail their payment to:

Event Coordinator
Student Recreation Center
Mail Stop 208
Toledo, OH 43606

Payment for shared rental groups are to be paid on the day of the event. Payments made in person can be made at the front desk. Forms of payment accepted:

- Cash
- Check (checks should be made out to University of Toledo and mailed to the address above)
- Visa or Mastercard

Checks

Checks will not be accepted from individuals who have ever had a returned check from any University of Toledo office. Office of Recreational Services reserves the right to ask for additional photo ID when accepting a check. Office of Recreational Services staff reserves the right to call the institution supporting a check to verify available funds before depositing.

All checks should be made out to The University of Toledo.

Damages

Groups renting space or equipment are responsible for any damages or lost equipment from their rental. Damages and lost equipment will be billed back to the group at cost for repairs and or replacement.

Outstanding Balances

Rental fees and all other associated charges are due 30 days following the event date, or in the case of a long-term rental, 30 days following the expiration of the lease term. Rental groups failing to pay outstanding balances will be charged an additional \$100 a week until balances are paid in full.

Insurance Requirements

University of Toledo Registered Student Groups and Departments: Guests and members of recognized student groups and departments are responsible for insuring that any non-employee attending their rental event signs a Release of Claims form and pays for a guest pass at the front desk.

Community: The lessee shall obtain a policy, or policies, of general insurance in the state of Ohio that provides coverage for personal injury and property damage in the amount of at least \$1 million for personal injuries or death suffered by any person or persons arising from the use of the facility or the services provided. The Lessee shall name The University of Toledo additionally insured and the Lessee shall provide notice to the Lessor of proof of insurance in the form of a certificate of insurance at least 5 business days in advance of the event date. Failure to obtain a certificate of insurance does not constitute a waiver of such insurance by Lessor. Failure of a group to provide the Office of Recreational Services with a certificate of insurance will result in the cancellation of the event.