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Facility Scheduling

Priority Scheduling

In order to meet the varied educational and recreational needs of the University community, a priority scheduling system has been established for all Recreational Sports spaces and facilities. In general, reservation and rental requests will only be accepted from registered student organizations, university departments, and, on a limited basis, non-university organizations. Requests will be determined by the following priorities:

*Priority (1): Recreational Sports Programs*
1. Formal and informal programming sponsored by Recreational Sports, including aquatics, fitness, wellness, outdoor adventure, intramural sports, and sport clubs.
2. A Memorandum of Understanding is in place to govern the priority scheduling of the Thalhimer Tennis Center, Cary Street Field, BDC Studio, and the Mary & France Youth Center.
   a. The Cary Street Field is owned and operated by Recreational Sports, but also serves as the home field for Varsity Field Hockey and Women’s Varsity Lacrosse.
   b. The Thalhimer Tennis Center is owned and operated by the Department of Intercollegiate Athletics and is home to the Men’s and Women’s Varsity Tennis teams.
   c. The Basketball Development Center Studio is owned and operated by the Department of Intercollegiate Athletics, and is available for Recreational Sports activities at designated times.
   d. The Mary & Frances Youth Center is owned and operated by the Division of Community Engagement, and is available for Recreational Sports members at designated times.

*Priority (2): Registered Student Organizations & Division of Student Affairs’ Departments*
1. Events sponsored by the Division of Student Affairs, or departments within the Division of Student Affairs.
2. Student organizations recognized by the Student Leadership and Involvement Center with the University Student Commons & Activities; student organizations that are not registered are categorized as a Priority (3) group.
   a. During the Fall and Spring semesters, registered student organizations are limited to two reservations per month for a maximum of six hours, to ensure the equitable access of facilities to the entire campus community.
3. Requests will be accepted online starting on the following dates for each semester:
   a. Fall Semester - July 15, or the next business day
   b. Spring Semester - October 15, or the next business day
   c. Summer Semester - February 15, or the next business day
Priority (3): University Departments
1. Including, but not limited to, official VCU departments and offices, academic programs/classes, and other programs affiliated with the university.
2. Requests for University departments will be accepted via a Virtual EMS request starting on the following dates for each semester:
   a. Fall Semester - July 15, or the next business day
   b. Spring Semester - October 15, or the next business day
   c. Summer Semester - February 15, or the next business day

Priority (4): Non-University Organizations
1. All other groups that are not classified in one of the aforementioned categories.
2. Requests for Non-University Organizations will be accepted via an online request, which can be found on the Recreational Sports webpage, or by phone.
   a. Fall Semester - First day of classes
   b. Spring Semester - First day of classes
   c. Summer Semester - March 1, or the next business day

Events sponsored by University departments that are designated primarily for the co-curricular benefit of the entire student body may be accepted one year in advance. Request for exceptions must be made in writing to the Associate Director for Facility Operations.

Reservation and Rental Procedures
Reservations are made at the discretion of Recreational Sports staff and are based on:
1. The impact to informal recreation and existing programs
2. Compatibility of the event and the facility in which it will be held
3. Scope, nature, and appropriateness of event
4. Availability of required personnel

Processing Requests
- Groups wishing to reserve or rent space must submit a Reservation & Rental Request two weeks (14 days) prior to the event date to be considered.
  - For events involving minors, requests must be made a minimum of 45 days in advance in order to comply with the VCU Safety & Protection of Minors Policy.
- Recreational Sports will review requests within three business days. Depending on the nature of the request, a meeting may be required to review the request prior to approval.
- Confirmation/rejection of a request will be made as time permits, generally no more than five business days after the request is received. However, confirmation of each request is dependent upon the finalization of schedules within all higher priority levels.
Please note that submission of a request does not guarantee confirmation. A Facility Use Agreement will be sent via email to the contact listed on the reservation request. The agreement will include event details, terms and conditions of use, and an estimate of fees. Reservation requests and rentals are not confirmed until the Facility Use Agreement is signed, and payment and a certification of insurance is received (if required).

Complex Events
An event will be defined as “complex” at the discretion of Recreational Sports staff and/or when the event includes two or more of the following criteria:

- Fundraiser
- Tournament
- Contracted services
- Attendance of more than 50 participants
- Participation by non Recreational Sports members
- Request is for multiple spaces
- Multiple organizations are involved with the event

If an event is determined to be a complex event, a pre-approval meeting will be required to ensure the needs of the organization can be met and to review Recreational Sports expectations.

Complex events require an Event Manager to be assigned for the duration of the event, and the sponsoring organization will be charged a staffing fee.

Setup and Breakdown
Groups must include setup and breakdown time in the space request. Groups will not have access to a space until their reservation begins. Groups who exceed their established reservation time will be charged 1.5 times the hourly rental rate.

Limitations & Parameters
In general:

- At least one basketball court will remain available for open recreation, at each facility, at all times.
- The cardio and strength areas will not be scheduled and/or reserved for specific user groups outside of Recreational Sports activities.
- Requests for programs (i.e. wellness seminar) and/or staff (i.e. group exercise instructors) may also be submitted and will be coordinated with the appropriate Recreational Sports staff.
  - Certain programs will require the use of Recreational Sports staff to conduct, typically when the staff facilitating the program require a certification.
    - If Recreational Sports doesn’t have a qualified individual on staff, exceptions may be made on case by case basis and must be approved by the Associate Director for Programs or designee.
Facility Rental Rates and Fees

Registered student organizations, VCU departments and, on a limited basis, non-university groups may reserve space and are charged accordingly. Registered student organizations and university departments are charged a reduced rate unless (1) the organization is charging an admission fee, (2) vendors are charged to participate in the event, or (3) all attendees are not VCU students, faculty or staff. Recreational Sports is a closed access facility so if any of those conditions are met, the organization may rent the facility space at the Non-University rate.

A registered student organization that holds a revenue-producing event and donates all proceeds to a non-profit, 501(c) (3) organization will not be charged a facility rental fee. To have the fee waiver, the sponsor must: (1) inform Recreational Sports at the time of the request for space that the event is for a non-profit benefit and (2) show proof of the donation within 30 days of the event. If the event is deemed a complex event, staffing fees may apply.

Additional Fees

Groups may incur additional charges for the following services:

1. Staffing
   a. Recreational Sports may require additional staffing depending on the number of participants, the complexity of the event, and/or the nature of the event. Groups will be notified in advance if additional staff are required.
   b. Group may request specialized staff, such as officials or group exercise instructors, for a fee.
   c. Any exchange of money at a Recreational Sports facility requires the presence of VCU Police; Recreational Sports will arrange for the appropriate staff and the sponsoring organization will be charged for the associated charges.

2. Equipment
   a. Informal recreation equipment is available upon request. A list of available equipment, including rental and replacement costs, can be found in Section IV. Request must be made in advance.
   b. Groups wishing to access the group exercise room stereo system or electronic scoreboards will be charged an hourly staffing fee.

3. Cleaning or Damage
   a. Groups are expected to return Recreational Sports facilities to their original condition after an event. Excessive damage to the facility or equipment, or additional clean-up may be charged to the group.
   b. Complex events may require additional housekeeping staff

4. After-hours Events
   a. Groups will be charged a rate 1.5 times the normal rate when an event is scheduled outside of Recreational Sports designated hours of operation.
Rental Fee Discounts & Waivers

Discounted Rental Fee

Some organizations may qualify for a discounted rental fee. Generally, to qualify, the event must be sponsored by a Virginia Commonwealth University department or organization and meet the following conditions:

1. The event is sponsored by a Virginia Commonwealth University department or organization.
2. The event does not require exclusive use of the space requested.
3. The event does not significantly impact the informal recreational opportunities for Recreational Sports members.
4. There is no charge for participation in the event, unless it is a philanthropic event.
5. The event clearly supports the mission of Recreational Sports.
6. Recreational Sports must be listed and/or identified as a sponsor on all promotional material. If there’s a sponsorship tier package, Recreational Sports will receive the appropriate sponsorship tier based on the total fee waiver provided for all facilities and/or services rendered.

Requests must be submitted in writing to the Associate Director for Facility Operations, explaining why the fee should be discounted. Request will be handled on a case by case basis. All decisions are final. In consideration of any discounted fees, Recreational Sports must be listed and/or identified as a sponsor on all promotional material.

Aquatic Center - Non Exclusive Use

Due to the nature of the Cary Street Gym Aquatic Center, exclusive use of the space is rarely permissible. As a result, groups may qualify for a discounted rate for events that do not require exclusive use of the space and meet the following conditions:

- The event is sponsored by a Virginia Commonwealth University department or organization
- There are 20 or fewer participants
- The event takes place before 4pm on weekdays

Qualifying groups will have access to the entire Aquatic Center and must follow all Aquatic Center rules. In general, groups with participants that include minors (under the age of 18) will be required to pay for extra lifeguard staffing. Groups must submit a facility use request following the procedures outlined in Section II: Reservation & Rental Procedures.

Fee Waiver

To request a fee waiver, the organization must have a Virginia Commonwealth University department or organization as a sponsor and/or host of the event. Requests must be submitted in writing to the Associate Director for Facility Operations, explaining why the fee waiver should be applied to this event. Generally, for a fee to be waived, the event must meet the following conditions:

- The event is sponsored by a Virginia Commonwealth University department or organization.
Virginia Commonwealth University must receive a demonstrated, tangible benefit by hosting and/or sponsoring the event.
- The event serves a broad population on campus.
- The event clearly supports the mission of Recreational Sports.
- There is no charge for participation in the event, unless it is a philanropic event.
- Recreational Sports must be listed and/or identified as a sponsor on all promotional material. If there’s a sponsorship tier package, Recreational Sports will receive the appropriate sponsorship tier based on the total fee waiver provided for all facilities and/or services rendered.

Payment
All fees associated with a reservation must be paid in full ten business days prior to the scheduled event. Any additional cost/charges incurred or credits due as a result of the event will be due to Recreational Sports no later than 30 days following the date of event. These charges will be invoiced within seven business days following the event.

For all groups, cancellations made 10 business days in advance will not be charged. Cancellations made more than 24 hours, but less than 10 business days in advance will be charged 50% of the rental fee. Events cancelled less than 24 hours in advance will be charged the full rental and services fee. Student organizations may lose reservation privileges for a minimum of one semester if the group fails to utilize scheduled reservation times.

Reservation and Rental Terms and Conditions
The following terms and conditions are enforced for all reservations and rentals:

1. VCU Recreational Sports reserves the right to terminate an agreement or alter these terms and conditions for any reason.

2. The Host Organization understands and acknowledges that athletic and recreational activities may pose risks to health and safety; that proper safety precautions are necessary; and that all participation in a proposed event is at the risk of the individual participants. VCU Recreational Sports is not responsible for any injury to persons due to participation in the event and/or damage to equipment brought on site by students or a third-party vendor.

3. VCU Recreational Sports retains control over its facilities and reserves the right to cancel a scheduled event due to inclement weather, unsafe conditions, or any other circumstances which may impact scheduled events. Outdoor events cancelled due to weather will not have access to indoor facilities unless those facilities have also been reserved. Events may be rescheduled based on facility availability or a full refund will be issued.

4. Conduct and policies:
   a. The Host Organization understands and acknowledges that all event participants are subject to applicable VCU and VCU Recreational Sports
rules and regulations and must comply with instructions and orders given by VCU Recreational Sports staff.

b. Conduct of VCU students is governed by the Student Code of Conduct.

c. Host Organizations are responsible for the conduct of all event participants and guests.

d. Any misconduct may result in disciplinary action, including cancellation of the event, loss of reservation privileges, and/or referral to the Office of Student Conduct and Academic Integrity or local law enforcement, as appropriate.

5. The Host Organization may use the space designated above only for the proposed event as approved by VCU Recreational Sports. Any deviation from approved use of space may result in cancellation of the event and/or loss of reservation privileges.

6. All events must be organized, planned, promoted and executed by the Host Organization. A Host Organization may not allow access to another group without the approval of VCU Recreational Sports.

7. All food, drink, decorations, and signage must be approved by VCU Recreational Sports prior to the event.

8. Outdoor events must comply with the Cary Street Field Amplified Sound Policy. Music may only be played between the hours of 10am and 9pm Monday through Saturday and between the hours of 12pm and 9pm on Sundays and may not exceed 75 decibels at a distance of a one-block radius around the field.

9. **Rental Fees and Special Rates:**
   a. All fees associated with a reservation must be paid in full ten business days prior to the scheduled event. Any additional cost/charges incurred or credits due as a result of the event will be due to Recreational Sports no later than 30 days following the date of event. These charges will be invoiced within seven business days following the event.
   
   b. A registered student organization or university department may be eligible for a reduced rental rate if (1) no admission fee is charged for the event, (2) no vendors are charged to participate in the event, and (3) all of attendees are VCU students, faculty or staff.
   
   c. A registered student organization that holds a revenue-producing event and donates all proceeds to a non-profit, 501(c) (3) organization will not be charged a facility rental fee. To have the fee waiver, the Host Organization must: (1) inform VCU Recreational Sports at the time of the request for space that the event is for non-profit benefit and (2) show proof of the donation within 30 days of the event.

10. The Host Organization agrees to withhold all publicity until a contract is fully executed. Recreational Sports reserves the right to review and approve all advertising and announcements that relate to the use of Recreational Sports facilities.
11. The Host Organization must return facilities to their original condition after an event. Any damage to the facility or equipment, or additional clean-up may be charged to the Host Organization. If damage to any facilities displaces VCU Recreational Sports programs, organizations are responsible for any costs associated with renting space to hold those programs.

12. For all groups, cancellations made at least 10 business days in advance will not be charged. Cancellations made more than 24 hours, but less than 10 business days in advance will be charged 50% of the rental fee. Events cancelled less than 24 hours in advance will be charged the full rental and services fee. Groups who exceed their established reservation time will be charged 1.5 times the hourly rate. A Host Organization may lose reservation privileges for one semester or longer if it violates the reservation policy.

13. The Host Organization is responsible for strict compliance with VCU’s Safety and Protection of Minors Policy.

14. Third-Party Organization: If a Host Organization engages a third-party organization for the proposed event, the Host Organization is responsible for the conduct of individuals associated with the third-party organization. In addition, the Host Organization is responsible for informing the third-party organization of all applicable VCU Recreational Sports policies the requirements of this Agreement, including the following:
   a. All third-party organizations must have a one million dollar liability insurance policy.
   b. The Host Organization is responsible for paying all costs and fees charged by any third-party organization.
   c. All third-party organization staff and participants are subject to all applicable VCU Recreational Sports rules and regulations and must comply with instructions and orders given by VCU Recreational Sports staff.
   d. The third-party organization is responsible for the safety of all equipment it provides and must ensure all appropriate cleaning of such equipment, for example sanitizing wipes for soccer bubbles between games.
   e. The third-party organization will instruct the participants on how to use the equipment and how to play safely, including, for example, helping to organize and referee games.
   f. A third-party organization will supervise participants as appropriate during events, ensuring participants use the equipment in a safe and appropriate manner.

15. Liability:
   a. The Host Organization understands and acknowledges that participants in its events do so at their own risk and that the University’s self-insurance will not provide insurance coverage or legal defense should claims arise in connection to activities and events under this Agreement.
   b. To the extent permitted by the Virginia Tort Claims Act, Section 8.01-195.1 et seq. of the Code of Virginia (1950), as amended, the
University shall be responsible for the negligent acts or omissions of its officers, employees, or agents. Nothing contained herein shall constitute a waiver of the sovereign immunity of the University or the Commonwealth of Virginia.

c. Any third-party organization shall defend, indemnify, and hold VCU harmless from and against all claims, demands, liabilities, damages, and expenses (including attorney fees) for injuries to persons or property caused or asserted to have been caused by the acts or omissions of the third-party vendor or its employees or agents.

d. The Host Organization shall be responsible for obtaining liability insurance coverage in amounts acceptable to VCU. The insurance policy must list Virginia Commonwealth University as additional insured. A certification of insurance must be on file with Recreational Sports at least 10 days prior to the commencement of the event. The minimum amount will be $1 million per person per incident.