

Those Attending: _____ # of Students _____ % of Students
 _____ # Faculty/Staff _____ % of Faculty/Staff
 _____ # Public Youth (18 ↓) _____ % Public Youth (18 ↓)
 _____ # Public Adult (18 ↑) _____ % Public Adult (18 ↑)

Total Number of participants _____
 Total Number of teams in event _____
 Total Number of spectators expected _____
 Does your group have an Indiana University Student Organization Account or a Departmental Billing account? _____
 If Yes, Acct# _____
 Will a fee be charged (i.e.: tickets, entry)? _____ If so, how much? _____
 Does your group have liability insurance? _____
 Are you planning on having food or beverages at the event? _____

Please indicate your potential needs:
 _____ Supervisor(s) _____ Field Lining _____ Programming Assistance
 _____ Lifeguard(s) _____ Equipment/Supplies *List _____
 _____ Officials _____
 _____ Set-up/Clean-up _____
 _____ Concessions (vendor) _____
 _____ Merchandise sales _____
 _____ Other Needs (ie electrical, music, etc.) _____

REVOCABLE LICENSE FOR USE OF UNIVERSITY PROPERTY:

In consideration for the permission to use the site or facility described herein, the undersigned applicant understands and agrees to assume all risks for loss, damage, liability, injury, cost or expense that may occur during or as a result of the use listed above; the applicant further agrees that in consideration of permission to use University property applicant will save, defend, and hold the University and/or their employees free and harmless from any loss, claims, liability or damages, and/or injuries to persons and property that in any way may be caused by the applicant's use or occupancy of said property. The applicant further agrees to be PERSONALLY LIABLE for any damage sustained to the groups, building, fixtures or equipment, as a result of their use of University property. The applicant certifies that he/she has read the rules on the attached sheet and agrees to these requirements and provisions.

Date: _____ Applicant Signature: _____
 Date: _____ Advisor Signature: _____
 Name of Student Organization: _____

Recreational Sports Office use only

Recreational Sports:
 Approved: _____ Denied: _____ Date: ___/___/____ Signed: _____

Comments: _____

DFM:
 Approved: _____ Denied: _____ Date: ___/___/____ Signed: _____

EMS # _____ Grids _____ DC _____ FC _____ Confirmation _____ Folder _____ Signs _____

Assigned Counselor: _____ Event to be billed? Y N

Division of Recreational Sports and the School of Health, Physical Education and Recreational Facility Use Policies - Please retain for your records

Indiana University School of Health, Physical Education and Recreation and the Division of Recreational Sports (HPER and SRSC) facilities are intended for the educational and recreational use of the Indiana University community. When not in use for academic, athletic, recreational sports programs or other University business, facilities may be used by University affiliated or public groups for recreational activities in accordance with University anti-discrimination policies and the following guidelines and rules.

- A. The School and/or Division of Recreational Sports shall not grant use of facilities when for any reason it is determined such use may not be in the best interest of the University, School of HPER, or the Division of Recreational Sports.
- B. Indiana University is NOT responsible for accidents, injury or loss of individual property in any of its facilities.
- C. The individual or organization granted use of the facility shall be held responsible for reimbursing the University for any loss or damage to University property caused by use.
- D. No use of facilities shall be granted in such a manner as to constitute a monopoly for the benefit of any person or group; nor may University facilities be used for private or commercial gain.
- E. Permission for use of facilities will be granted upon the condition that all rules governing use of facilities will be followed. PERMISSION MAY BE REVOKED AT ANY TIME FOR FAILURE TO DO SO. These rules are subject to change by the Division of Recreational Sports, School of HPER and Indiana University.

Request Process

Application: Any person or group wishing to use a facility exclusively for a specific time and date must submit an application.

Note: All facility reservations should be received according to the following time line based on the size of the event (Exceptions require approval of the Director of Recreational Sports):

Large events – minimum of 4 months

Multiple facilities, more than 300 participants, extensive level of organization required, high safety risk, large demand on Recreational Sports resources.

Medium Size Events – minimum of 2 months

Limited number of facilities, more than 100 participants, moderate level of organization required, limited demand on recreational Sports resources.

Small Events – minimum of 1 month

Limited number of facilities, less than 100 people, limited level of organization required; little demand placed on Recreational Sports resources.

Availability: Facilities are open for use on a scheduled basis. Due to limited facilities, all requests cannot be accommodated. Requests made for afternoon and early evening hours between October and March are very difficult to accommodate.

Approval: The Division's Facility Use Committee will review all applications and approve or deny event requests. **An application becomes a permit only upon signature of the HPER Program Services and Facilities (DFM) Coordinator, the Associate Director of Recreational Sports, and the applicants' receipt of a written confirmation.** After an event request is approved, a Division of Recreational Sports staff member will be assigned to counsel the event coordinator(s).

Sponsor/Advisor: IU student organizations must also have an I.U. faculty/staff advisor willing to serve as responsible person for the event which, includes signing this application form and may include attending meetings and attending the event.

Event Preparation

Insurance/Waiver: Users shall provide a policy certificate for liability insurance naming "The Trustees of Indiana University" as an additional insured. Minimum coverage will be \$1,000,000 combined single limit bodily injury and property damage coverage. Users may be required to provide a Certificate of Worker's Compensation Insurance. Users shall use release of liability waivers approved by the Division of Recreational sports which states the University is not responsible for any damage, injury or liability resulting from the use of the facility. Note: Indiana University Student Organizations that are recognized and on file with the IUB Office of Student Activities have the insurance coverages as required under this paragraph.

Promotion: Any advertising or promotion done for any event to be held at a University facility must comply with all the rules, laws and ordinances of Indiana University, Monroe County and the State of Indiana. All applicants must obtain written permission by the University prior to any planned telecast/photograph recording of an event or activity at a University facility. No written materials shall be placed in, on or about a University facility without written approval of the School of HPER PSFA Coordinator for the HPER facility and the Division's Director of Marketing for the SRSC facility. Any type of promotion initiated by an applicant prior to reservation confirmation may result in loss of reservation and fees.

Supervision: A Recreational Sports supervisor shall be present at all times when the facility is in use; the cost of which shall be charged to the user. The supervisor shall be responsible for the facility and have authority in all matters regarding these use rules. The function will be terminated if rules are not adhered to or are broken by the user. Any group with participants under the age of 18 shall be required to have staff-approved chaperons. No facility use permit shall be issued to an applicant under the age of 18. Pool uses require one (1) lifeguard for every twenty-five (25) people in attendance.

Security Personnel: the School or Division may require that outside security personnel be hired. The Division or School must approve the company hired, see proof of the contract, and hiring must meet staffing requirements set by IUPD and/or the Division or School. The School or Division representatives may use discretion in designating an increased/decreased number of security personnel for any function, or eliminating the requirements for security personnel based solely on a group's past use of University facilities. Minimum requirements for high-risk events are one security personnel for each 100 participants. High-risk events include dances or events with a live band or amplified music.

Ambulance/EMT Coverage: the School or Division may require EMT coverage (state certified ambulance provider or other Division approved certified personnel) and/or an ambulance on site; the cost of which shall be charged to the user.

Concessions: The Division of Recreational Sports has the right to approve and regulate food and drink concessions. No food or drink will be allowed in the facility unless authorized by the Division of Recreational Sports on the user's permit and as approved by the University's Environmental Health unit on a temporary food service application. On-premise sales or solicitations during a rental (i.e., programs, t-shirts, etc.) by for profit groups must relate to the event and must be approved by the Division of Recreational Sports. Arrangements are subject to payment of a minimum of 10% of gross receipts to the Division.

Set-up and Clean up: All set-ups of facilities will be scheduled and accomplished during rental agreement hours. Equipment must be reserved in advance. No equipment shall be removed from the facility without written permission from the School or Division. All clean up not completed by the user will be completed by the University and these costs charged to the user. Decorations must be approved by the Division of Recreational Sports. Examples of prohibited materials include cellophane adhesives, nails, screws, staples and adhesive tape. All materials must be fireproof or fire retardant. Masking tape is acceptable. Trash containers are provided by the University for applicant's use. The applicants may be responsible for emptying trashcans and facility clean up. Dumpsters are located proximate to all facilities for the applicant's placement of trashcan contents. Service vehicles (i.e., deliveries or concession equipment) shall be allowed access to specific areas as necessary to perform their service function.

Prohibitions: The use of amplification equipment of any type is expressly prohibited in or on a facility without written approval on the permit issued by the Division of Recreational sports. The sale or consumption of alcohol and use of tobacco products/smoking is expressly prohibited along with any other prohibitions as outlined in the IU Code of Student Rights, Responsibilities, and Conduct.

Fees

Fees: Events hosted by School of HPER staff for the express purpose of education or professional development will be exempt from fees. For all non-School-of-HPER users permitted, Division staff will

- 1) be in attendance at all times
- 2) supervise all set-ups and clean-ups
- 3) operate and maintain all facility equipment, the cost of which shall be paid by the user.

Staff costs will be charged at productive hourly rate or higher for set-up labor such as field lining or equipment set-up or clean-up labor, if not performed adequately by users. Equipment costs will be charged at the rates established by the Division.

Security Deposit: The security deposit of a minimum of 25% of estimated expenses, if required, shall be paid in full ten (10) business days prior to any scheduled event. The Division of Recreational Sports reserves the right to require additional security deposit amounts at its discretion.

Damages: Any damages or clean up costs associated with the use will be charged or deducted from the security deposit before its return to user. Users will have to wait a minimum of six (6) weeks for the remainder of any deposit to be returned in the event that damage is caused to a facility.

Cancellations

Cancellations by the user group: Cancellations must be made ten (10) business days prior to scheduled use for any refund of fees paid. A minimum of a 25% cancellation charge of estimated costs will be charged or deducted to cover administrative costs on all uses cancelled with less than ten (10) business day's notice.

Cancellations by the School and/or Division: The School and Division reserve the right to cancel a reservation. Potential reasons for cancellations include but are not limited to a scheduling conflict, inclement weather, policies not being followed, event is deemed unsafe, or the counseling process is not followed by applicant. The University may cancel a facility use, revoking this license without notice at any time, when in its sole discretion the University determines the facility is needed for another University purpose or an emergency arises.

Policies for Specific Facility area(s)

See the Division of Recreational Sports website at <http://www.recsports.indiana.edu>