ELON UNIVERSITY

CAMPUS RECREATION

RESERVATION POLICIES AND PROCEDURES

FOR:

*KOURY CENTER
(JORDAN GYM, STUDIO 05 & 06, BECK POOL, KOURY COMMONS)

*HARDEN CLUB HOUSE

*INTRAMURAL FIELDS, CLUB SPORT FIELDS, FIREHOUSE FIELDS

IMPORTANT REMINDERS

1. Requests are considered on a first-come, first-serve basis.
2. All appropriate forms must be completed and approved before a request is considered.
3. A member of the Campus Recreation staff must be scheduled to open and close the building and must be present in the building during periods of use. The renter will be billed $15/hr for staff time outside of regular operating hours.
4. The requestor is responsible for confirming services from Media Services, Aramark, Campus Security, and Physical Plant.
5. Requests for use of Beck Pool, Jordan Gym, Field Space will be reviewed by the Director of Campus Recreation.
6. Requests must be submitted at least two (2) weeks prior to the event.
7. An Event is any activity (closed or open) that is not a routine organization program, including, but not limited to speakers, special activities, fundraisers, anything including alcohol. All events held by student organizations must have an approved “Event Request Form”
8. A Meeting is any activity used to conduct regular business of the student organization and is closed (members only), with no program speaker/event or alcohol
9. Never advertise an event until you receive approval from Student Activities and space confirmation from the scheduler.

Find more information on the Student Activities website: http://www.elon.edu/students/activities
GENERAL INFORMATION

1) **Meeting Requests** - Faculty/Staff advisors for student organizations can make a meeting request using R25 and do not need to submit the meeting request form to Student Activities. If the organization wants to have a regular business or interest meeting with no programming, no approval is necessary from the Office of Student Activities. Faculty and staff should use R25 to schedule all meetings. Please include a summary of the meeting purpose when requesting space on R25.

2) **Event Request Forms** — The form is required to be submitted and approved by the Office of Student Activities before a student event can be confirmed. The form explains the purpose and logistics of the event and allows Student Activities to keep a record of all scheduled student events.

Event forms can be picked up at the Moseley Front Desk or downloaded from both the Moseley Center and Student Activities websites. [http://www.elon.edu/e-web/students/campuscenter/forms.xhtml](http://www.elon.edu/e-web/students/campuscenter/forms.xhtml).

After Student Activities approves the event, the appropriate scheduler and event contact will receive an email with the approved event request form attached. Faculty and/or staff advisors should request space for the event through R25. After the scheduler receives the approved event request form he/she will process the event request received through R25 and send a space confirmation to the event coordinator and the advisor, if the space is available.
Campus Recreation will serve as the central scheduling office for all activities in the following areas: **Beck Pool, Stewart Fitness Center, Group Exercise Studios (Room 05 and 06), Jordan Gym, and the Commons Area.**

**ROOMS 06 and 05:** To request studio space come to Campus Recreation and complete a Walk-Up Room Request Form. Studios 05 and 06 in the Koury Center will be reserved using the following procedures:

**Room 05** is used exclusively by Campus Recreation. First priority for this studio is Campus Recreation programming. Second priority for reservations will be student organizations. Final priority will be individual students wishing to use the room for recreational activities (to be determined by the Director of Campus Recreation). Individual students and student organizations may only make reservations within 24 hours of the date and time requested. All participants must bring their own portable music system. The stereo system and equipment in this room is not to be used by individual students or student organizations.

**Room 06** is a shared facility. Academic classes have first priority in this room. (*The class schedule from the Registrar’s office will serve as the first priority for studio reservations in Room 06). Campus Recreation has second priority in the studio for Group Exercise classes Monday-Thursday afternoons from 4pm-7:30pm. Final priority for this studio falls to individual students and student organizations. Individual students and/or student organizations may only make reservations within 24 hours of the date and time requested and for no more than 90 minutes. For safety reasons, there must be two people in this studio at all times. All participants must bring their own portable music system. The stereo system and equipment in this room is not to be used by individual students or student organizations.

Requests for Jordan Gym, Beck Pool or the Commons Area must be reviewed by the Director of Campus Recreation.

All participants must vacate the facility by 12am Sunday-Thursday. Rehearsals, practices, and workouts should end at 11:45pm so that the facility can be closed promptly at 12am.

Abuse and/or damage of the facilities, furniture or equipment may result in additional charges and/or loss of future facility privileges. Furniture set-ups must be left as they were found.

Any questions concerning these procedures should be forwarded to the Director of Campus Recreation at x7529.
HARDEN CLUBHOUSE

Reservation Policies and Procedures

*Harden Clubhouse is a shared facility and participants from other programs may be utilizing portions of the building during your scheduled event. The reserving party does not have the authority to ask the participants to leave. Questions should be directed to South Campus Facilities staff on duty.

Campus Recreation will serve as the central scheduling office for all activities in Harden Clubhouse, to include: commons area, classroom, and patio.

1. Campus Recreation programs will have first priority for any reservations in Harden Clubhouse. Usage priorities then will fall in the following order: recognized student organizations, then campus departments.

2. All proposed events must be submitted to Student Activities on the “Elon University Event Request Form” (due to the Moseley front desk BEFORE space can be confirmed.) www.elon.edu/students/activities. Requests should be submitted at least 2 weeks prior to the event.

3. University policies regarding the use of alcohol apply in Harden Clubhouse. If alcohol is to be served, the university must be informed prior to the reservation. Specific guidelines for such use should be discussed with the Director of Campus Recreation or the Assistant Director of Campus Recreation.

4. A member of the Campus Recreation staff must be scheduled to open and close the building and must be present in the building during periods of use. The renter will be billed for staff time outside of regular operating hours ($15/hr). Payment arrangements will be made by the scheduler prior to the event.

5. Cancellations must be made twenty-four (24) hours in advance or the renter will be billed for scheduled staff time.

6. Smoking, or the use of tobacco products, is not permitted anywhere in the building.

7. The use of grills in or around the facility is prohibited.

8. Artwork on display in the building may not be moved. Persons using the facility must accept the artwork in the location where it has been placed.

9. Absolutely no tape or glue on the walls, doors, or any other areas of the facility. Signs or posters should not be placed in the facility without prior approval of the Assistant Director of Campus Recreation (see university posting policy).

10. Abuse and/or damage of the facilities, furniture or equipment may result in additional charges and/or loss of future facility privileges.

11. Furniture set-ups must be left as they were found.

12. Trash is to be placed in the trash containers by the group using the building.
13. The renter or event organizer is responsible for arranging and confirming reservation resources: Aramark, Media Services, Moving and Set-up, Physical Plant, Security, etc.

14. Campus Recreation staff have the authority to remove individuals or groups from the facility if they are deemed unruly or uncooperative.

15. The event organizer must complete and sign a Harden Clubhouse Event Checklist with the South Campus Facilities Supervisor upon arrival and before leaving the premises.

Any questions concerning these policies and procedures should be forwarded to the Director of Campus Recreation at 278-7529.
CLUB SPORT, INTRAMURAL AND FIREHOUSE FIELDS

Reservation Policies and Procedures

Campus Recreation will serve as the central scheduling office for all activities on Club Sport, Intramural and Firehouse Fields.

Campus Recreation programs will have first priority for club sport and intramural fields.

All individuals must have a valid Phoenix Card to use South Campus facilities.

All requests for field space will be reviewed and approved by the Director of Campus Recreation after the scheduler receives event approval from Student Activities.

1. All proposed events for student organizations must be submitted to Student Activities on the “Event Request Form” available at the Moseley Center Front desk or on the student activities website at www.elon.edu/students/activities. Requests will not be considered until Student Activities notifies the scheduler that the event has been approved. Please read the information on their website regarding scheduling an event.

2. University policies regarding the use of alcohol apply.

3. Abuse and/or damage of the facilities, or equipment may result in additional charges and/or loss of future facility privileges.

4. Trash is to be placed in the trash containers by the group using the facility.

5. Campus Recreation staff has the authority to remove individuals or groups from the facility if they are deemed unruly or uncooperative.

6. Unauthorized use of field space is prohibited; groups or individuals found using field space without authorization from Campus Recreation will be asked to leave.

Any questions concerning these policies and procedures should be forwarded to the Director of Campus Recreation at 278-7529.
Additional Information and Links to forms:

Campus Recreation: 278-7529

Elon University Event Request Form or Meeting Form:
http://www.elon.edu/e-web/students/campuscenter/forms.xhtml
http://www.elon.edu/e-web/students/activities/events.xhtml

Media Services: http://www.elon.edu/technology/events/event-request.htm

Campus Security: 278-5555. If security officers are required you are responsible for reserving them through Campus Safety and Police. (See details on the “EVENT” request form)


Physical Plant: 278-5500 (to request set-up and delivery of tables, chairs, etc.)
Campus Event Proposal and Registration Form

For all Special Events, Programs, Van, and Table reservations

***Due to Moseley Front Desk BEFORE SPACE CAN BE CONFIRMED.***

Sponsoring Organization:______________________________________________________ Expected Attendance at Event:____

Event Date:_________________________ Start Time:_____________________________ End Time:__________________

Location:__________________________________________________ Dates Requested:1.__________ 2.___________ 3.________

Organization Contact Name:_______________________________ Phone:___________________ E-mail:_______________________

Type of Event:       □ Speaker       □ Philanthropy/Fundraiser Event       □ Van       □ Special Event
                     □ Tailgate       □ Table in Moseley       □ Other

Will alcohol be present at this event?          □ Yes         □ No           if yes, complete the alcohol use section of this form.

Will an advisor be present at the function?         □ Yes            □ No        If yes, please provide the following:

Name:__________________________________Title:_______________________________________ Phone:___________________

Give a detailed description of the event (attach bulleted list if needed) :___________________________________________________
________________________________________________________________________________________________________
____________________________________________________________________________________________________________

List goals and objectives of the event:_____________________________________________________________________________
________________________________________________________________________________________________________________________________________

List all financial costs of the event:_______________________________________________________________________________
________________________________________________________________________________________________________________________________________

List types and amounts of food to be served:________________________________________________________________________
________________________________________________________________________________________________________________________________________

List rain plan for event:_________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

List programming tasks, person responsible for and completion date for event to take place:____________________________________
________________________________________________________________________________________________________________________________________

Identify any follow-up measures necessary to the success of the event:___________________________________________________
________________________________________________________________________________________________________________________________________

List the personnel needs of this event:_____________________________________________________________________________
________________________________________________________________________________________________________________________________________

List full names of monitors, times working, and location working:_______________________________________________________
________________________________________________________________________________________________________________________________________

***MAKE SURE TO COMPLETE BOTH SIDES OF THIS FORM***
ANY event with 100+ people in attendance and/or ANY guest that is not an Elon student, faculty, or staff member requires security officers. You are responsible for reserving your own security officers through Campus Safety and Police – 278-5555. All requests for officers are due the Tuesday BEFORE the event is scheduled to take place. All officers are to be paid in cash at the conclusion of the event. If you cancel your event after arrangements for an officer are made, you must still pay the officer.

Do you need security officers for this event?  □ Yes  □ No

Attach any proposed publicity for this event.

Attach a guest list to this form if you are having a house party, date party, social, tailgate, or formal.

If alcohol will be present at this event, please initial the following:

1. I (we) understand and will abide by the alcoholic beverage laws of the State of North Carolina, including the following:
   a. If alcohol is allowed at the event, all those who consume must be at least 21 years of age and show a valid photo id as proof.
   b. No one may provide alcoholic beverages to persons who are under 21 years of age. Members and guests who are under 21 years of age should not be allowed to consume alcohol.
   c. Alcoholic beverages cannot be sold on university property with the exceptions of McKinnon Hall and the Zone. “Sale” includes such practices as charging admission, selling cups, having a common fund, requesting/requiring donations, etc. All events with the exception of those in McKinnon Hall and the Zone must be BYOB (individuals must purchase and transport their own alcohol). Elon University restricts alcohol use at student events to beer, wine, and/or wine coolers.

2. I (we) agree not to allow consumption of alcoholic beverages by anyone who is intoxicated.

3. I (we) understand that common containers (kegs, beer balls, pony kegs, quantities over 32 oz.) are not allowed on Elon University owned or leased property.

4. I (we) understand that we are responsible for all damages that occur as a result of my (our) event and guests.

5. I (we) understand that we are responsible for all cleaning of all areas affected by the event upon conclusion of the event. This includes picking up all trash (including cigarette butts), inside, as well as outside (deck, patio, surrounding walkways), the event. This includes separating recyclables, sweeping and mopping areas adjacent to the event, including hallways, bathrooms, and stairwells. All clean-up must begin at the closing of the event and be concluded within 2 hours of the event ending.

6. I (we) understand that the event will end at 11:00 PM on weekdays (Sunday – Thursday) and 2:00 AM on weekends, and that no noise should be audible outside the room/lounge/house after that time.

7. I (we) understand that the only individuals on our pre-submitted guest list may be allowed to enter the event unless otherwise approved (alumni during Homecoming, parents during Family Weekend, etc.).

8. I (we) that all organizations must hire police/security coverage if the expected number of guests is more than 100 or is ANY guest is not a currently enrolled student or an Elon faculty/staff member.

9. Failure or inability to contain the event to a reasonable size may result in the event ending early.

10. Elon treats Elon students and their guests as responsible adults and expects them to act accordingly. I (we) acknowledge that Elon, and/or its employees, are not responsible for the conduct of Elon students and their guests and am aware the sponsoring organization accepts full responsibility for the actions of its members and guests.

On behalf of my organization/department, on my honor, I (we) agree to uphold all organization, university, local, state, and federal policies regarding events. I accept full responsibility for all damages and clean up of this event.

Signature of Event Contact:____________________________________________________________________________________

Signature of Sponsoring Organization President:______________________________________________________________

Signature of Faculty Advisor:______________________________________________________________________________

Signature of Space Scheduler:_____________________________________________ R25 Ref #:___________________________
***Scheduling Office has the right to cancel your event and space if the event is not approved.***