HARDEN CLUBHOUSE

Reservation Policies and Procedures

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 through the R25 reservation system and approved by Student Activities, Greek Life, etc.(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.

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 is responsible for arranging and confirming reservation resources: Aramark, Media Services, Moving and Set-up, Physical Plant, 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.

*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.*
Any questions concerning these policies and procedures should be forwarded to the Director of Campus Recreation at 278-7529.