RESERVATION POLICIES AND PROCEDURES

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

*HARDEN CLUB HOUSE

*SOUTH CAMPUS AND FRANCIS 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 or supervise the fields and must be present during periods of use. The renter will be billed $20/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 and Field Space will be reviewed by the Director of Campus Recreation. Student Organizations must go to the Moseley Front Desk and request a form for spaces not included on the Web Viewer.
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

Meeting Requests

Student Organization presidents can place a space request online using the student request form on the Moseley Center website.

Faculty/Staff - request meeting space through SPACES.

Always include a description of the meeting or event.

Event Request

Procedures for Student Event Requests

- Students begin by placing the request into the Student request form.
- Request is directed to the Moseley Admin account at Moseley Center (Assistant Director and Director Account).
- The Director will serve as the overall approving clearing house for all student events.
- The reservation will then be built by using the information provided from the student request form. The requests for space and resources is sent to the appropriate scheduler who approves or denies the request. The request then goes back to Moseley Center.
- Final confirmation, with any other information, will be sent by the Moseley Center.
- Space scheduler will have access to the reservation and can make adjustments if needed, but the responsibility for event details will be assumed by the Moseley Center. See the Moseley Center web site for more information.
- [http://www.elon.edu/e-web/students/campuscenter/forms.xhtml](http://www.elon.edu/e-web/students/campuscenter/forms.xhtml)

Procedures for Event Requests –

*See the guide for requesting space

If requesting a space that is not shown on SPACES the requestor must go to Moseley Center Front Desk and request a reservation walk-up form.

Reservation Policies and Procedures

KOURY CENTER

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.

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 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 will then fall in the following order: recognized student organizations, then campus departments.

2. **See Event Request Procedures on pages 1-2.**

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. These requests will be reviewed by the Director of Campus Recreation on a case-to-case basis.

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 ($20/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 has 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 FIELDS
(South Campus and Francis Fields)

Reservation Policies and Procedures

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

The Director of Campus Recreation will give final approval for field space.

1. University policies regarding the use of alcohol apply.

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

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

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

5. 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.