

It is the intent of the University of Wisconsin – Madison Division of Recreational Sports to make our facilities available for rental to interested parties within the following regulations. This document outlines various policies and practical considerations that guide the Division in its efforts to respond to requests for permission to use facilities. These guidelines and procedures are intended to promote consistency in decisions regarding use of the Division’s facilities and the possible assessment of rental fees and costs for such use. Changes to these guidelines and procedures can be made by the Director of the Division.

## **Table of Contents**

<b>Priority Schedule .....</b>	<b>2</b>
<b>Facility Reservations .....</b>	<b>2</b>
Racquetball, Volleyball, Badminton, Wallyball and Squash Court Reservations.....	2
Small Group Reservations.....	3
Large Group Reservations.....	3
<b>Special Event Guidelines .....</b>	<b>3</b>
Indoor Rentals.....	3
Multipurpose Studios.....	3
Aquatic Events.....	4
Outdoor Rentals.....	4
Run / Walks.....	4
Adjustment to Reservation Times.....	4-5
Advertising Your Special Event / Tabling / Sponsorships.....	5
<i>Tabling</i> .....	5
<i>Community Boards</i> .....	5
Cancellation Policy.....	5
Damages.....	5
Decorations / Signage.....	5
Event Charges.....	6
Equipment Only Rentals.....	6
Fundraisers.....	6
Group Fitness Instructor Rentals.....	6
Insurance Requirements.....	6-7
Locker Rooms / Restrooms.....	7
Medical Staff.....	7
Multi-day Events / Leagues.....	7
Outstanding Balances.....	7
Parking.....	7-8
Photo / Video Use.....	7
Prohibited Items.....	8
Rain Sites.....	8
Sports Officials.....	8
<b>Special Event Reservation Procedures.....</b>	<b>8-9</b>
<b>Concessions, Vending &amp; Sales .....</b>	<b>9-10</b>

## **Priority Schedule**

The Division of Recreational Sports serves as the base for campus-wide recreational program and the Division's facilities house the Department of Kinesiology. The priority use of the Division's facilities shall support the mission of the Division.

It is very important to acknowledge that the highest priority for scheduling is the use of facilities for general recreation needs by UW Students and paying members. Thus, the Division will always make every attempt to offer open recreation space for our primary users.

The priority use system is as follows:

### **A. Indoor Facilities**

1. Academic Classes\*
2. Division of Recreational Sports requests
3. Registered Student Organization (RSO) requests
4. Campus Department/Program requests
5. Non-University requests (Schools, Community Organizations, etc.)

### **B. Outdoor Fields**

1. Division of Recreational Sports requests
2. Academic Classes\*
3. Registered Student Organization (RSO) requests
4. Campus Department/Program requests
5. Non-University requests (Schools, Community Organizations, etc.)

\*Academic Class Times in Rec Sports Managed Facilities are:

Monday-Friday 8:00 a.m. - 11:30 a.m. and 1:30 p.m. - 4:30 p.m. Priority will be given to Recreational Sports users during the 11:30 a.m. - 1:30 p.m. and the 4:30 p.m. - 12:00 a.m. time periods each weekday.

## **Facility Reservations**

### **Racquetball, Volleyball, Badminton, Wallyball and Squash Court Reservations**

All members are welcome to reserve racquetball, volleyball and badminton. If making a reservation for a small group looking to use the space for its designated purpose, please call our Nat Towel Room (608-262-3790) to reserve the space at no charge. Reservations may be placed up to three days in advance and are for one-hour time slots. The earlier you call, however, the better chance you have of getting the reservation time you want.

If making a reservation for the squash courts, please call our Nielsen Front Desk (608-262-0410) to reserve a court. Squash courts cannot be used for tennis or warming up prior to using the tennis courts.

If making a reservation for a wallyball court (1 court available at the Nat), please call our Nat Towel Room (608-262-3790) to reserve the space at no charge.

### **Small Group Reservations (3 or less participants)**

Individuals or small groups (3 or less) are allowed access to studio or racquetball courts for general recreational activities when the areas are not scheduled or being used by the designated activities. Groups larger than 3 people are required to go through the Rec Sports Special Event Request Process (<http://recsports.wisc.edu/reservations-and-rentals.htm#rental-process>).

Members using space for any other activity than its designated sport are not to displace users of the designated sport. If they come to play, those using the space for any other activity must vacate the space.

### **Large Group Reservations**

Groups of four or larger can reserve space through Special Events. Review the guidelines below and follow the special event reservation procedures to submit a request for space.

Users must have appropriate athletic, non-marking footwear. Open-toed shoes, street shoes or shoes that mark the floor are prohibited. Users must have appropriate athletic attire.

Space cannot be reserved for anything other than the sport it is designed for (i.e. racquetball courts only for racquetball).

Activities **NOT** permitted: combative activities (wrestling, martial arts, etc.), sports activities (football, baseball, cricket, rugby, lacrosse, frisbee, etc.), cheerleading stunts, use of facilities for paid instructing or coaching

## **Special Event Guidelines**

### **Indoor Rentals**

The gyms may only be rented on Fridays, Saturdays and Sundays to accommodate informal recreational use and the Division's programming throughout the week.

Food and drink including protein shakes are not allowed in any of the fitness rooms, multipurpose rooms, gyms or any other activity areas. Water is allowed in these spaces in shatter-proof containers; open water cups are not allowed.

### **Multipurpose Studios**

The multipurpose studio at the Nat can be used for a variety of events. However, none of the exercise equipment is available for use unless a Rec Sports Group Fitness instructor is present. Groups can choose to put on a class specifically for their group. Without a Rec Sports provided instructor, that group will not have access to mats, equipment or the stereo.

Users must have appropriate athletic footwear. No high heels or shoes that mark or damage the floors.

Users are NOT allowed to bring in their own sound system or amplification unless approved by the Division's Special Events Office.

All users must remove their belongings and any non-Rec Sports equipment from the room after use.

### **Aquatic Events**

The Assistant Director of Aquatics is consulted on all pool requests.

Rec Sports lifeguards will be required for any event that occurs in a pool. The number of lifeguards is based upon the activity and the number of participants, and is made at the discretion of the Assistant Director of Aquatics.

### **Outdoor Rentals**

Rec Sports staff must be present at all outdoor events. They will be available to open the Far West Shelter (if applicable), provide basic first aid, activate the emergency action plan if needed, help with organization and enforce Division policies.

Food and/or drink (except water) is not allowed unless the Special Events Office has given permission beforehand. Grills are not allowed on the any outdoor space. The Rec Sports staff will dispose of anything intended for the entire group without prior approval by the Special Events Office. Trash and recycling must be placed in appropriate containers.

Vehicles are not allowed on the outdoor spaces. Bicycles and mopeds should be parked in University provided parking stalls. Rollerblads, skates, skateboards and motorized "hover" boards must be carried and may not be utilized or operated in any capacity on the outdoor spaces. No animals are permitted, with the exception of service animals. Alcohol, drugs, e-cigarettes and all tobacco products are strictly prohibited at all indoor and outdoor facilities. Staking of tents is only granted if the location of the tents does not interfere with underground utilities. A site visit may be requested by the Division before granting permission for tents. Flying kites is strictly prohibited at the University Bay fields due to proximity to the hospital and medical emergency flight paths. The use of drones/unmanned aircraft is strictly prohibited on campus. For additional information about drone use, visit: [Office of University Relations](#)

#### *Near West Turf Field Policies:*

All forms of food and beverage are prohibited except water. No special permission will be granted to have food for events taking place on the turf fields. Water must be in sealable, shatterproof containers. Drinking fountains are available onsite.

Rubber or plastic cleats are allowed. Metal cleats are strictly prohibited.

Penetrating the turf with stakes or spikes of any kind is prohibited. Tents and other equipment secured with water barrels or approved weights.

### **Run / Walks**

All run / walks that will be using property of the University of Wisconsin-Madison must contact the Campus Event Services Office at <http://www.union.wisc.edu/eventservices.htm>.

Rooms and equipment related to the run / walks may be rented through the Division, but the run / walk must be approved by campus prior to the Division approving any space or equipment rental associated with the event.

### **Adjustment to Reservation Times**

Event ending earlier than the reserved time will be charged the full rental and staffing fee per contract.

If the event exceeds the reservation time, additional rental and staffing fees will be charged. Any event that impedes on another scheduled event, in the same space, will end at the time of the next scheduled event.

### **Advertising Your Special Event / Tabling / Sponsorships**

#### *Tabling:*

University Departments and Registered Student Organizations (RSO) can table if space is available at the facilities. Fill out a special event request form to start the reservation process.

Non-University groups may table at the facilities. The non-university group must relate to one of the seven pillars of wellness. Cost is \$100 per hour (approximately \$.20 per impression per hour). Groups cannot encroach on members and guests and must stay within the designated area.

#### *Community Boards at the Nat:*

Groups can advertise on the community boards located at the Nat. The advertisement must be approved by the Division. Once it is approved, the Division will post the flier on the community boards. Fliers must be 8 ½ x 11 inches (standard piece of paper).

No signage or advertising can include the Rec Sports logo without prior approval.

Additional information about Marketing & Media requests and the request form to submit materials for the community boards can be found at: <http://recsports.wisc.edu/2111.htm>.

### **Cancellation Policy**

Event cancellations must be submitted one full week prior to the event. To cancel your event, email [rs-speciale@recsports.wisc.edu](mailto:rs-speciale@recsports.wisc.edu) with your name, the reserving group's name, the date of the event and the reason why you wish to cancel. Within three business days you will receive an email acknowledging your cancellation for no cost. Advance payments will be refunded in this case.

Groups attempting to cancel less than one week in advance will be responsible for any staffing charges that would have accrued and may be subject to partial or full payment for their event. Cancellations occurring less than one week prior to the event will result in a forfeiture of any advance payments that have been made.

### **Damages**

Organizations renting space or equipment with the Division are responsible for any damages or lost equipment from their rental. Damages and lost equipment will be billed back to the organization at cost for repair(s) and/or replacement determined by the Division.

### **Decorations / Signage**

All decorations for the event are restricted to the area that is reserved by the organization. Any decorations that you would like to hang need to be hung with painters tape as to not damage paint or surface areas. No balloons, confetti or glitter are allowed inside the facility. The Special Events Office must approve all decorations a week prior to the event. If you would like directional signage, please contact the Special Events Office.

### **Event Charges**

Rates for event charges (rental, labor, equipment) can be found on the website at:

<http://recsports.wisc.edu/reservations-and-rentals.htm#costs>.

The amount of staff assigned to an event will be determined based on the size and nature of the event and is made at the discretion of the Assistant Director of Scheduling & Special Events. Rental groups will also be charged for any special cleaning, maintenance and/or repair resulting from the event or activity.

Additional charges will be assessed for any equipment used for the event.

In addition to the rental, equipment and labor fees; any group that schedules an event outside of a facility's regular operating hours will be responsible for the personnel costs incurred in having the facility open beyond its posted hours.

### **Equipment Only Rentals**

RSO's and university departments may rent equipment for their events not within the Division's facilities. Submit an online special event request form to start the process. There is a limited amount of equipment available for rent. The Division will not deliver the equipment, groups are responsible for picking up the equipment at the Nat and returning the equipment within the set reservation time frame. Any equipment that is not returned or is damaged will be billed back to the organization at cost of replacement or repair.

### **Fundraisers**

If the event is to strictly raise money for a charity and/or to cover the cost of the reservation, there are no additional items needed. If the event is to raise money for the profit of the group, special event insurance is required and the Division reserves the right to decline the event request or assume a percentage of the profit.

Registered Student Organizations (RSO): Please visit the Center for Leadership & Involvement website for additional policies and regulations on fundraising: <http://www.guide.cfli.wisc.edu/fundraising.htm>.

### **Group Fitness Instructor Rentals**

Groups may submit a request form to have a Group Fitness instructor come to the group's location. Rates for instructors can be found at: <http://recsports.wisc.edu/reservations-and-rentals.htm#costs>.

### **Insurance Requirements**

The LESSEE(s) shall be responsible for the supervision and control of its agents, employees, guests, and contractors, and their activities on UNIVERSITY premises. The LESSEE agrees to indemnify and hold harmless, assume liability for and defend, the State of Wisconsin, the Board of Regents of the UNIVERSITY of Wisconsin System and its officers, employees and agents, from and against any and all actions, claims, liabilities, assertions or liability, losses, costs, and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of LESSEE, in connection with LESSEE's operations, activities, occupancy, or use of the UNIVERSITY premises. The UNIVERSITY may, at its discretion, require the LESSEE to furnish a Certificate of Insurance. Such insurance shall designate "The Board of Regents of the UNIVERSITY of Wisconsin System, its officers, employees and agents" as an additional insured under the policy. Such policy shall be issued with a minimum "A-" AM

Best rating, and signed by an authorized agent, as evidence of LESSEE's financial ability to meet its obligation under this section.

The policy minimums will be:

Commercial General Liability (CGL):

General Aggregate, including Products & Completed Operations	\$2,000,000
Each Occurrence:	\$1,000,000

When applicable:

Automobile Liability-Combined Single Limit:	\$1,000,000
Workers Compensation:	Statutory Limits
Each Accident:	\$100,000
Disease - Policy Limit:	\$500,000
Disease - Each Employee:	\$100,000

Deviation from these requirements and limits is only allowed with the advance written permission of the UNIVERSITY's Office of Risk Management.

A Certificate of Insurance must be filed with the UNIVERSITY Office of Risk Management, Suite 5301, 21 N. Park Street, Madison, Wisconsin 53715, at least 30 days prior to the EVENT with a copy sent to the Coordinator of Special Events. Groups failing to file this certificate, when required, will not be scheduled.

### **Locker Rooms / Restrooms**

Locker rooms and restrooms are available at all of our indoor facilities.

### **Medical Staff**

Pending the nature of the event, the Division may ask the organization to have qualified medical staff at their event. The Division will make this request known to the organization when the contract is provided to the organization.

### **Multi-day Events / Leagues**

Due to the high demand of special event requests, RSO events may only take place over the duration of a single weekend or on a single date. Organizations looking to have leagues or extended organized offerings can contact the Competitive Sports office about the Intramural Sports offerings.

### **Outstanding Balances**

Any group with an outstanding balance that exceeds 30 days from the date the invoice was sent will not be allowed to use space until the outstanding balance is paid in full. Any group whose outstanding balance exceeds 90 days may be denied future use of the facilities.

### **Parking**

Parking availability is limited around the facilities and is by permit only. In order to protect the annual permit holders on campus, the University of Wisconsin Transportation Services has the right to staff lots, to restrict parking or sell parking as available. Parking may be sold at the discretion of Transportation Services. Parking in reserved stalls, handicap stalls, lots with permit parking requirements and on the grass are strictly prohibited. Vehicles parked in these areas will be ticketed and towed at the owner's expense. All parking arrangements shall be made with the University of



Wisconsin-Madison; Transportation Services. Please contact Transportation Services at [transportation@wisc.edu](mailto:transportation@wisc.edu) to complete the online form. Click Visitor and go to Want to Plan Ahead. Included in the parking arrangements should be considerations for accessible parking. The Division is not responsible for any tickets that occur from parking violations.

### **Photo / Video Use**

The Division requires anyone requesting space for video or photo shoots submit a request for approval through the Marketing and Communications Department after reviewing all photo/video policies. The policies and request form can be found on the Rec Sports website at: <http://recsports.wisc.edu/2111.htm>.

### **Prohibited Items**

The following items are prohibited in all of the Division's facilities:

Weapons and firearms of any kind, tobacco products, alcohol, skateboards, rollerblades/skates and cycling devices (indoor facilities), balloons (indoor facilities), pets with the exception of service animals, use of electronic equipment such as stereos, radios, amplifiers, speakers and musical instruments in a manner that violates a standard of quiet conducive to recreational activity or which disrupts other patrons.

### **Rain Sites**

If requested by the group and the activity is allowable indoors, the Division will make the best efforts possible to provide a rain location. The organization may be asked to provide a 50% deposit for rain sites if the primary site is not a Division facility. The decision to move indoors must be made 24 hours in advance of the event start.

### **Sports Officials**

Sports officials must be scheduled separately from the event. Contact the Badger Student Officials Association for more information, scheduling requests and officiating pricing at [bsoadirector@gmail.com](mailto:bsoadirector@gmail.com).

### **Special Event Reservation Procedures**

Registered Student Organizations (RSO), University Departments and non-University affiliated organizations are able to reserve space. All requests must be submitted at least 2 weeks in advance for RSO's and University Departments. For non-University affiliated organizations, requests must be submitted 4 weeks in advance to be considered. Requests made within a shorter time period cannot be guaranteed.

Requests are processed in the order in which they are received – please allow a minimum of 3 business days for a Division staff member to respond to your request.

The organization must be free of unresolved issues related to prior use of the Division's facilities to be considered for group rentals. All RSO's must be in good standing with the Center for Leadership and Involvement in order to request facilities, equipment or personnel from the Division.

RSO's, University Departments and non-university affiliated organizations wishing to hold a special event at the Natatorium, Nielsen Tennis Stadium, Camp Randall Sports Center and/or on the outdoor



spaces can begin by submitting a Special Event Request Form (<http://recsports.wisc.edu/reservations-and-rentals.htm#rental-process>). Submitting this form does not mean that the facility has been reserved for the organization.

Please browse our daily schedules online to see if the date and time at the desired facility you wish to request is available before submitting a request form. (<http://recsports.wisc.edu/EMS/>)

If necessary, phone or email correspondence may be necessary to work through the details of your request. Under certain circumstances, a meeting between the event organizer and the Assistant Director of Scheduling and Special Events may be requested if additional event logistics need to be discussed. The following items may be discussed:

- Dates and times of the event
- Purpose and scope of the event
- Participants
- Equipment rentals and costs
- Additional staffing requirements
- Liability insurance requirements
- Concession and vending requirements
- Payment methods
- Weather contingencies

Once the Division has determined that the facility is available and the requirements of the event are satisfactory, the Special Event Office will create a confirmation contract that reflects the time, date, location, and equipment to be rented. The contract will be emailed with a request to review the contract, sign it, and return it to the appropriate location. If the signed contract is not received at least one-week prior of the event date, the event will be cancelled.

The following conditions must be met for the event to be confirmed:

- The cost estimate is accepted by the requesting party.
- The confirmation contract is signed and returned no later than one week prior to the event.
- Facility Use Agreement has been signed by all parties (when applicable)
- Certificate of Insurance has been submitted (when applicable)
- The Vending Agreement has been signed by all the parties (when applicable)

After the event has occurred, an invoice will be prepared by the Special Event Office. The invoice will be emailed to the primary contact. Amount due is payable upon receipt of bill. Specific directions for payment are included on the invoice.

### **Concessions, Vending & Sales**

Special regulations apply to special event concessions, vending, and sales. Please note that these facilities do not have an area which can be solely dedicated as a concession or vending stand or that can meet the applicable health standards for vending food and drinks.

If you wish to give food away for free, the food must be pre-packaged, professionally prepared and approved by the Special Event Office. Common examples include bagels, bananas and individually wrapped granola bars.

If you wish to sell food, you must first contact the Wisconsin Union and Levy Restaurants about catering for the event. These two organizations have the right of first refusal and must be consulted before any other steps are taken.

If both organizations decline to cater the event and you wish to sell food, you must obtain a Temporary Food Stand Permit from UHS (<http://www.uhs.wisc.edu/environmental-health/permits.shtml>). The food that you sell must be pre-packaged, professionally made and require no set-up on site. Examples include pre-made and packaged subs and individual bags of chips. The last option would be to use a vendor. However, the vendor must be currently licensed with the University. Feel free to check on the insurance standing of vendors here: <http://riskinfo.bussvc.wisc.edu/Certs/VendorName.aspx>

The Division of Recreational Sports will receive a minimum of 25% of any concession or merchandise sales made during a special event. In certain circumstances, a formal Vending Agreement may be required. You will be notified if this is needed.