

**STUDENT ACTIVITY CENTER FACILITY RESERVATION APPLICATION**

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## Name of Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ASU ID/DL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Alternate Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Organizational Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Name of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Attendance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Date(s) Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_ AM / PM to \_\_\_\_\_\_\_\_\_\_ AM / PM

##  (Include set-up and clean up times)

**No food, drink or gum is allowed in the SAC facility.**

**Detailed Description of Event** (including activities planned, anticipated attendees, etc.)

**Detailed Description of Set-Up** (including tables, chairs, electronic equipment, etc.)

## *I have read and understand the reservation procedures and facility use policies and agree to comply with all written and posted policies of Campus Recreation.*

## Applicant’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Advisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions: Contact Matt Huckaby or Carol Cummings @ 972-3800

FOR OFFICE USE ONLY

 Date Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facility Rate $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reservation Approved \_\_\_\_\_\_\_\_ Additional Fees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reservation Denied \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total Fees = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Payment Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Activities Center (SAC) Policies and Procedures**

**Indoor Turf Policy**

1. The Student Activities Center is a controlled access facility. Only authorized members, with proper identification are allowed entry. One must enter and exit through the supervised areas.
2. Responsibility for general supervision of the building rests with the staff members and supervisors directly in charge of the activity or area. Student workers/supervisor provide primary supervision for the facility and act with the full authority of a full- time Campus Recreation staff member. Harassment or disregard of the directions provided by the staff will result in disciplinary action.
3. Any member attempting to help a non-member access the facility will have their privileges suspended and potentially revoked. This individual may also be reported to Student Affairs or UPD.
4. When a student attempts to gain entry by use of another student’s ID, the staff member at work must confiscate the ID being used and attempt to get the name of the student using the ID. The student using the ID is not allowed entry and the owner of the ID will be tracked down to come get the card from a supervisor.
5. Facility is for student use, other use must first be approved by Campus Recreation.
6. **No food, drink or gum is allowed in the facility.**
7. No spitting or intentionally creating other health hazards.
8. Cell phones are not allowed to be placed in windows, on bleachers or benches or on the floor.
9. Equipment in the facility must stay where it was originally; don’t move equipment around.
10. Any contact activity must first be approved by Campus Recreation.
11. Hitting or throwing balls into the ceiling or wall is not permitted.
12. Golf is not permitted.
13. Tents or other items may not be staked into the turf surface.
14. Vehicles are prohibited.
15. All outside heat sources are prohibited.
16. Hanging on goals and nets are not permitted.
17. Goals are not to be moved without the assistance of Rec Sport Staff.
18. Use of alcohol, tobacco, firearms, or any illegal substance is not permitted.
19. Pets other than service animals are not allowed in the facility.
20. All students and guests are expected to abide by the decisions of the Campus Recreation Staff.
21. Personal music is permitted for use, and expected to abide by the decision of staff:
	1. Music must not be profane or vulgar
	2. Must stop if space is occupied by multiple groups
22. Campus Recreation is not responsible for loss or theft of property.
23. Athletic attire must be worn at all times and must cover the torso.
24. All accident/damages should be reported to a staff member immediately.
25. Any individual(s) caught fighting will be expelled from the facility and turned over to Student Conduct.

**Scheduling an Event in the S.A.C**

1. Eligibility to make a Reservation: Arkansas State University Departments and officially recognized student organizations may request use of the facility. Exceptions may be considered at the discretion of the Executive Director of Student Wellness/Student Affairs. These events will be considered based on available space, impact to existing university programs, and the scope and nature of events.
2. All use outside the Arkansas State University Athletic Department must be coordinated through Arkansas State University Campus Recreation Department, and could incur a rental fee.
3. Organized/group activities should be approved in advance by Campus Recreation. Contact mhuckaby@astate.edu or cecummings@astate.edu
4. Priority of competing events will be given at the discretion of Arkansas State University Student Affairs Staff: *Weather will be considered in competing situations with multiple groups who want to access in the facility.*

**Photography and Video**

The intent of this policy is to maintain respect for the rights and privacy of our members and guests by preventing video imaging of members and guests without their consent. The following must be completed in order to film or take picture in the S.A.C:

1. Individuals wishing to take picture or use a video tape recorder in the S.A.C must have approval by a Campus Recreation Coordinator.
2. Permission will be granted for video/audio taping of the general facility only; no university logo may be included in any picture/footage (unless as approved through the university or athletics).
3. Members and/or guests involved in individual workouts such as, aerobic exercise/dance, cardiovascular, or club sport/intramural activities cannot be videotaped except as they appear in the background of a facility area. No member may be singled out for video tape purposes without their consent.
4. Complaints from members regarding any aspect related to the production of video tape in the S.A.C. will result in termination of the video tape process and forfeiture of the actual film.
5. The Department of Campus Recreation reserves the right to have this videotape removed from all viewing formats should a representative of Campus Recreation determine that the standards of this agreement have not been met.

**Lost or Stolen Items**

1. Campus Recreation Staff members are not responsible for lost, stolen or damaged personal property.
2. All lost and found items are to be turned in to the front desk of the Campus Recreation Facility with all information listed on the log sheet.