

Arkansas State University

Intramural Sports

Intramural Complex Reservation Information

Intramural Contact Information:

Location: Red WOLF Center room 104D

Phone: 870-680-8304

Website: [www.astate.edu/a/campus-recreation/intramurals](http://www.astate.edu/a/campus-recreation/intramurals)

Usage Fees:

***All payments are non-refundable***

Field Reservation $25.00 per field

Lights $25.00 per hour

Paint $30.00 per field

Staff $20.00 per game (per staff)

Reservation Procedure:

1. Request a reservation by complete the Facility Reservation From and turning it in to the Intramural Sports Office in the Red WOLF Center, room 104D. All information must be complete before reservation requests may be considered.
2. A copy of a valid driver’s license or ASU ID is required with each reservation.
3. All reservations must be made at least 48 hours in advance. No reservations will be made the day of the event.
4. Payment must be made before the date of the reservation
	* ***Reservation is not upheld until the fees are paid in full***
5. Approval of reservation requests will be made by the Coordinator of Intramural Sports only.
6. The Department of Intramural Sports reserves the right to cancel a reservation for an outdoor facility in the event of inclement weather or any situation that may jeopardize safety or field care.

Intramural Sports Complex Policies:

1. All groups sponsoring any activity on the Intramural Sports Complex must comply with all University policies and regulations, as well as with any applicable federal, state and local laws.
2. Intramural Sports programs, academic classes, and special events have priority for use in all areas of the facilities.
3. The Department of Intramural Sports reserves the right to cancel any reservation should it be deemed necessary. Facilities must be used for the purpose specified on the Facility Reservation Form. Additional groups that are not specified on the Facility Reservation form are prohibited.
4. All staffing needs will be determined by the Department of Intramural Sports. The number of staff personnel required will be dependent upon the nature of the activity.
5. Any additional or unusual expenses incurred by the University or the department resulting from an activity shall be the responsibility of the user. Any damage to property or equipment will result in repair and/or replacement costs being charged to the group or organization. The individual whose name appears on the Facility Reservation Form will be responsible for the collection of these fees.
6. In cases where a group requires University Police Department personnel, the group will make arrangements for services and payment directly to UPD.
7. All users of the Intramural Complex are expected to be courteous, responsible, and safety-conscious at all times. Disorderly conduct will not be tolerated, any violators will be subject to arrest.
8. The possession and/or use of alcohol, tobacco and drugs are prohibited in all Intramural Sports facilities, including the outdoor facilities.
9. If a participant is injured and does not have transportation, then UPD or an ambulance will be notified to assist. In the event that an Intramural Sports employee is not available, UPD should be notified at 92-2093 in case of emergency.
10. Please adhere to the field policy sign located at the entrance to the complex.
11. Keys for field lights will not be given to non-departmental personnel under any circumstances.
12. Fields, sidelines, and parking areas must be cleared of any trash and debris immediately following use. Failure to clean the area will result in the loss of future field use privileges and may result in additional clean up charges.
13. Only academic vehicles are allowed to be on or park on the complex field. All other vehicles will be asked to move or be towed at owner’s expense.
14. Any of the policies mentioned above that are violated might result in the users current and future reservation being revoked.

Reservation Agreement:

In consideration to participation on the Intramural Complex at Arkansas State University, the person or persons making the reservation agrees to assume the risks incidental to such participation and use (which risks may include, among other things, muscle injuries, and broken bones), and on their own behalf, and behalf of my heirs, executors and administrators, release and forever discharge the released parties defined below of and from all liabilities, claims, actions, damages, costs or expenses, including, but not limited to, all attorney’s fees and disbursements. The released parties are Arkansas State University and the Board of Regents and the officers, directors, employees, agents, representatives, successors and assigns of each of the foregoing entities. The person or persons making this reservation understand that this release and indemnity agreement includes any claims based on negligence, action or inaction of any of the above released parties and covers bodily injury (including death) and property damage, whether suffered by me before, during and after such participation. The person or persons making this reservation declares that the participants involved are physically fit and have the skill level required to participate in this particular event. The person or persons making this reservation further authorize medical treatment for anyone involved with this activity, at their own cost, if the need arises. The University does not provide insurance for individuals who reserve the Intramural Sport Complex.



Arkansas State University

Intramural Sports

Intramural Complex Reservation Application

Applicant Information:

Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ASU ID/DL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Information:

Name of event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_AM/PM to\_\_\_\_\_\_AM/PM

Detailed description of event:

Circle one if applicable:

Requested number of fields: 1 2 3 4

Requested number of fields needing lights: 1 2 3 4

Requested number of fields needing paint: 1 2 3 4

Requested number of fields needing staff: 1 2 3 4

*I have read and understand the reservation procedures and facility use policies and agree to comply with all written and posted policies of the Department of Intramural Sports.*

Applicant’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only**

**Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facility Rate: $\_\_\_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_**

**Reservation Approved: \_\_\_\_\_ Additional Fees: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_**

**Reservation Denied: \_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_**

**Payment Received: \_\_\_\_\_ Total Fees: = \_\_\_\_\_\_\_\_\_\_**

**Coordinator of Intramural Sports:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**