

# Facility Reservation Information

*It is our pleasure to inform you that your request to use the Ohio State University Recreational Sports facilities has been approved. We welcome you to our facilities and hope that you enjoy your time while on campus. Please review the following information and share it with your group. Understanding our policies allows our staff to better serve you.*

## Reservation Requirements

1. Only Ohio State students, faculty, staff and approved users may use recreation and athletic facilities. Use of these facilities is at the user's risk. The university is not responsible for personal injury or loss of personal property.
2. The requester may be responsible for any damages done to The Ohio State University, its personnel, its equipment or property. Recreation facilities may **not be used for personal gain** by any member of the university community. Private instruction is restricted to that of approved programs and rental groups.
3. A valid Ohio State ID with membership privileges is required for entrance into our access-controlled facilities, except for contract/rental groups. Spectators will be admitted for observation of the event only. On-site admission collections for spectators is prohibited. Contract/rental groups will need to provide a roster of the non-member participants prior to the event date or provide approved credentials to the non-member participants to gain access to the facility. Liability insurance or signed waivers are required for any non-member participation in an event reservation.
4. A group must have a minimum of eight participants by five minutes past the scheduled starting time to claim and retain the reserved space. Two "no shows" without 48 hours prior notice given to the Scheduling and Events Office of Recreational Sports will result in termination of the reservation for that current semester. For the climbing center, there must be a group of 10 participants to claim and retain the reserved space.
5. Arrangements for equipment, officials, additional staffing, etc. must be completed two weeks in advance of the event. Please contact the Scheduling and Events Office for assistance in contacting the appropriate area of operation to do so.
6. Groups are responsible for informing the department in advance if their event has been canceled. Charges will be assessed for failure to inform the department of an event cancellation when personnel arrangements have been made. Additionally, when a group requires services and these services are partially or fully completed, the group will be charged the full amount for the services even if the event is postponed or canceled.
7. The Department of Recreational Sports personnel reserve the right to delay, postpone, relocate, and cancel events. In addition, the "nature of the sport" regarding impact of footwear and cleats on the grass will affect these decisions. Based upon wear patterns of events further changes and modifications may also need to be made.
8. If fields are wet/soft, yet still playable, practices and/or warm-ups may be re-located to another site or abbreviated to reduce field wear, yet still be able to play a contest.
9. Groups are asked to "leave the facility in better condition than they found it." This includes trash pickup and the sweeping of dirt/mud on floors in buildings/shelters. A minimum of a \$100 charge will be assessed for any residual trash or cleanup that needs to be done by OSU staff.
10. Reservation groups are restricted to the facilities they have been scheduled to use by OSU Department of Recreational Sports. A copy of a facility confirmation must always also be present at the facility. Forging or providing false information on a Facility Request/Confirmation is prohibited.

## Policies

11. All facility users are expected to use proper conduct and follow all facility policies noted below as well as those outlined within the university student code of conduct and Rec Sports Member Rights and Responsibilities:



- a. Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or with reckless disregard, including threat or action in retaliation for making allegations of misconduct is strictly prohibited.
- b. Use of abusive language and/or sexual misconduct at any recreation facility is strictly prohibited.
- c. Hanging on basketball rims is prohibited.
- d. Use of roller blades, skateboards, bicycles, segways or any other wheeled devices (except wheelchairs) is prohibited.
- e. Regulation swimsuits (with drawstrings for males) are required dress in the swimming pools. Showers are recommended prior to pool use.
- f. Weapons, drugs, alcohol and smoking are prohibited at all indoor and outdoor Recreational Sports facilities.
- g. Proper footwear is required in indoor activity areas. Specifically:
- No open-toe shoes (sandals, slippers or flip-flops).
  - No shoes suspected of marking the floor.
  - No "turf" shoes (except on indoor turf fields at the Adventure Recreation Center).
  - Shoes are NOT to be worn on matted areas unless otherwise posted.
  - No outdoor shoes in the climbing center.
  - Shoes are required to be worn in public areas of indoor facilities unless otherwise stated.
- h. Individuals reserving facility space for activities are responsible for the conduct and actions of all parties associated with and participating in the event. This includes casual spectators, followers and team members/opponents. Any damage to the facility and/or equipment is the responsibility of the individuals/groups reserving the space and must be reported immediately. The party will be responsible for any charges associated with these damages or residual trash or clean-up.
- i. Reservation groups must comply with all posted regulations and decisions made by department staff (including identifying oneself upon request) to ensure the safe and effective operation of the facility.
- j. Balloons may not be used in any way in any area of the RPAC.
12. Personal items, other than plastic water bottles and towels, are not permitted in activity areas and should be securely stored in designated areas. Items impacting safety, security, customer courtesy or considered as potentially damaging to the facility will be removed at the discretion of the staff.
13. All occupants must leave recreation activity areas immediately and evacuate to the designated safe areas if the tornado or fire alarm sounds or if requested by Ohio State Public Safety or the Department of Recreational Sports.
14. Merchandise/Concession sales (T-shirts, food, etc.) must be approved by Scheduling and Events Office prior to the event. If approved, a vendor release form must be obtained by their office no less than two weeks prior to the event date. Please note: the university has an exclusive beverage contract with Coca-Cola, and no selling, giveaways or promotions of any kind may occur with another beverage company. In addition, Recreational Sports has an exclusive catering contract with University Catering which has first right of refusal on all catered events. Food and/or beverages (other than water) are NOT permitted inside the gymnasiums, recreation centers, fitness areas, climbing center or aquatic areas unless otherwise approved by a Recreational Sports professional staff member.
15. Open flames of any kind are prohibited indoors. Failure to abide by this policy may result in suspension of facility reservation privileges and/or immediate criminal charges.
16. Sponsorship/promotional materials must be approved by Scheduling and Events Office and/or Marketing Office at least two weeks prior to the event to ensure compliance with University/Department sponsorship agreements and be hung with staff assistance. Signs, banners and other items may not be attached to site furniture, trees or light poles. Sites must be preapproved for signage. Furthermore, the use of tape must be approved prior to use and removed after use. Please note that tape is prohibited on all walls, floors, windows and fixtures.
17. All groups must follow posted university parking regulations. Parking in any Recreational Facility or blocking the entrance or exit to a facility is prohibited. Please contact Transportation and Traffic Management at 614-292-9341 for specific policies.
18. Open fires or grills with charcoal are prohibited other than grills installed at the FBP and WFH Shelter Areas, unless otherwise approved prior to an event. When grills are approved for use we will require the grounds to be protected against grease stains.
19. Automotive vehicles are prohibited on any grass area. Approved access points must be used for loading and unloading. Parking and driving on the Fred Beekman Park Jogging Path is also prohibited unless prior approval has been granted.



20. Tents requiring staking, chairs, tables, or any other objects that would cause penetration to the lawn are prohibited (with the exception of the Mount Hall Picnic Grove). Tents must be approved prior to an event and have the proper Dept of Commerce permit when applicable. Please visit [https://www.com.ohio.gov/documents/bdcc\\_TentPermitPolicy.pdf](https://www.com.ohio.gov/documents/bdcc_TentPermitPolicy.pdf) for more information.
21. Groups must lay out their field(s) and/or court(s) with proper safety margins as set forth by the respective governing body (i.e. NCAA, FIFA, NFHS, NIRSA, ASA, USSSA, IRB, ICC, etc.).
22. Tackle football is not permitted to be played at any Department of Recreational Sports facility with the lone exception being those members of the Department of Recreational Sports Football Club.

#### **ALL SEMESTER RESERVATIONS:**

Reservations are honored through the last day of classes each semester. Reservations may be extended over finals and break weeks when requested if the request is during the facility operation hours. A separate request must be submitted for these reservation dates.

Questions regarding your reservation may be directed to Andrea Hall at 614-292-6481 or [hall.794@osu.edu](mailto:hall.794@osu.edu). Please be sure to check the facility schedule located at [www.recsports.osu.edu](http://www.recsports.osu.edu) for up-to-date schedules and facility holiday closures.

