

## **General Rental Guidelines for Use of Campus Recreation Facilities**

Thank you for having your event with Campus Recreation. We hope you enjoy our facilities and have a safe event. Please review the following information:

**Group Representative:** The individual(s) listed on the space request will be responsible for all guests and should act as the representative in charge of the rental. If this individual will not be in attendance, another representative must be designated prior to the event. Please communicate relevant policies to your group prior to the event.

### **General Campus Recreation Policies:**

We recommend that you familiarize yourself with our policies at:

<http://www.campusrec.uiuc.edu/membership/images/polpro.pdf>

### **Cancellation:**

To cancel a confirmed event, the group must notify Campus Recreation by calling 217-244-7032. Events cancelled more than two weeks in advance will not incur a cancellation penalty. Those events cancelled less than two weeks in advance will incur 50% of all rental charges. Groups that do not show for a confirmed event will incur 100% of rental costs.

### **Payment:**

Unless other arrangements are made, Campus Recreation will send a final bill to the event contact upon conclusion of the event. For Registered Student Organizations (RSOs) and University departments, Campus Recreation will transfer funds from the university account. Recognized Sport Clubs will be billed at the end of the semester for all hours exceeding those granted according to tier. Deposits may be required for special events.

### **Identification:**

All University participants must show a valid i-card for admittance to the event at the ARC, CRCE, or Freer and upon request at outdoor fields.

### **Guests:**

Space reserved for RSOs is intended to be for full-time University of Illinois students or Campus Recreation members. Participation by non students/members is prohibited unless permission is granted by Campus Recreation.

The Assistant Director will determine appropriate protocol for admissions for events sponsored by University departments or outside groups.

**Staffing:** Campus Recreation will staff each private event with Facility Management staff appropriate to the number of attendees. Specialty staffing such as officials or fitness instructors must be arranged prior to the event.

**Additional Use of Facilities:** Renting Campus Recreation facilities also includes use of the lobby areas, locker room facilities, and recreational equipment check-out. Additional needs such as tables/chairs, audio/visual equipment or special requests such as use of the video wall, scoreboards, or towel service must be discussed prior to the event.

**Food/Beverages:** Upon request, groups may bring in outside food/drinks. All outside food or drinks must be approved by Safety and Compliance (333-1106) and discussed with Campus Recreation prior to the event. Arrangements should be made prior to the event for special requests such as refrigeration, ice, etc. Campus Recreation does offer concession items for sale during facility hours and upon request for events outside building hours.

### **Catering Information**

Groups may enlist the catering services of one of the University's approved vendors. For a complete list visit:  
<http://www.dps.uiuc.edu/certificates.aspx>

**Decorations:** Decorations may not compromise public safety or create risk of property damage. They must not interfere with access to entrances/exits. Decorations must be free-standing, including signs. No push pins or tape may be used to hold items. The use of no-stick adhesive putty is permitted with prior approval from the Facility Manager. The group is responsible for removing all decorations upon conclusion of the event.

**Clean-up:** Groups are responsible for ensuring that trash is disposed of properly upon the conclusion of the event.

**Damages:** Groups are responsible for any damage which occurs as a result of improper behavior or misuse of equipment/facilities during the event. Group may be billed for costs associated with any special cleaning or maintenance required from damages.

**Equipment:**

Campus Recreation will provide use of recreational equipment beyond standard equipment offerings upon request at: <https://webtools.uiuc.edu/formBuilder/Secure?id=6505423>. The event contact is responsible for picking up and returning all equipment in a timely manner.

**Special Requests:**

Groups should coordinate all requests for equipment or set-up not typical of the space reserved (tables/chairs, PA systems, bleachers, field lining, etc.) with Campus Recreation at least two weeks prior to the event. Fees may apply.

**Certificate of Insurance**

Outside organizations having events within Campus Recreation facilities must provide a certificate of insurance naming the Board of Trustees as an additional insured. Visit this link for full details: <http://www.dps.uiuc.edu/certofinsur.htm>