

Indoor Space Reservation Form & Guidelines for Reserving Recreation Facility Space



Department of Recreational Services
Mackal-Keaney-Tootell Complex

Reservation Guidelines & Policies:

All requests must be made in writing at least two **(2) weeks** prior to the event in writing.

Availability

Recreation facilities refer to all activity areas utilized by URI Intercollegiate Athletics, Recreational Services and/or Kinesiology. URI's indoor sport facilities are near capacity throughout the calendar year by the primary tenants. As a rule, these are the only groups authorized to offer instructional programs in the facility. Requests for mainly sport related activities during times of reduced usage from URI affiliated organizations, departments and/or student groups are considered only after all requests from the three primary tenants have been scheduled.

Scheduling Process (for Recreation Space in the Mackal-Keaney-Tootell Complex)

For information on availability of venues for specific times and/or activities please call Jodi Hawkins at 874-2141 or contact her at RecSpace@etal.uri.edu for preliminary information. File an official Space Request Form by answering the following questions:

- Title of event and brief description
- Exact date and time of event (to include set-up and tear-down times) & equipment needs
- Estimated number of people expected to attend
- Desired location

In most cases, URI affiliated URI organizations; departments and/or student groups are allowed to use recreational gym space free of charge if space is not scheduled with ongoing/traditional programs by the URI Departments of Athletics, Recreation and/or Kinesiology. Groups may be required to pay some service fees (i.e., facility supervisor, custodial fees, security personnel, etc.) if the activity requires such services. All user groups are required to adhere to all established University, facility policies and procedures established (see below for General Information / Personnel Services / Equipment - Information).

All URI affiliated URI organizations, departments and/or student groups must complete the *Rec Services Indoor Space Request Form* (see below). All request forms must be submitted to the Director of Recreational Services at least two (2) weeks in advance of the event. Failure to return a signed copy of the *Request Form* will result in the cancellation of the event. Once the request has been reviewed by the Director of Recreational Services, the URI organization; department and/or student group will be notified if the event is approved or denied.

Factors for Approval

Requests for recreational space will be considered based on the following factors:

- Facility availability based on established schedule and impact to primary tenants.
- Compatibility of activity with facility use, function, operational policies and procedures.
- Health and safety considerations for participants and potential damage to facility.
- Availability of appropriate supervision for safety response and facility protection.

Participants/Groups/Spectators Conduct

The goal of the URI Recreational Services program is to provide positive recreational opportunities to the campus community, minimize risk, ensure participant safety, and maintain quality facilities and equipment in a fun, sport and leisure oriented setting. Any conduct, which interferes with these goals or detracts from the enjoyment of participants is detrimental to the program and may result in

disciplinary action. Any of the following forms of misconduct may result in disciplinary action being applied to the participants, spectators, or organization involved:

- Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures.
- Threats, intimidation, or verbal aggression.
- Physical aggression/fighting.
- Being under the influence of alcohol/illegal substances. Alcohol/illegal substances are not allowed on any State of Rhode Island property.
- Failure to comply with requests from URI Recreation staff members.
- Damaging equipment or facility.
- Disregard for university and recreation facility guidelines and policies.

General Information / Personnel Services / Equipment - Information

URI Affiliated/Sponsored Group

Any student event with attendance over 50 guests, whether open to the public or private, **MUST BE REGISTERED** with the Event Scheduling Office of the Memorial Union.

Facility Entrance/Exit

Entry as well as exit from the Mackal-Keaney-Tootell Complex must be made through the Mackal front entrance lobby. All other exterior doors in the facility are to be used only in an emergency situation. All patrons entering the Mackal-Keaney-Tootell Complex **MUST** check in at the Rec Service Center and show a valid URI Student I.D., a Rec Pass Membership card and/or must be checked in from an approved "guest" list.

Emergency Procedures

If a medical emergency arises, the URI Campus Police must be called - [874-2121](tel:874-2121). (The 911 system is not generally used on the URI Campus, instead, all emergency calls should be directed to URI Campus Police). In addition, all emergencies must be reported **immediately** to the Rec Services Center attendant.

The Director of Recreational Services will review all emergency procedures prior to the event (including exactly what to say in the announcement). Prior to the beginning of the event, the group is responsible for making public address announcements to the audience, directing the audience/participants/guests to the locations of the exits to be used in case of an emergency evacuation (if required). All groups/participants/spectators are asked to report any injury/accident or facility/equipment irregularity immediately to the Rec Service Center attendant on duty.

URI Facility Supervisor

Some events may require a URI Facility Supervisor to be present to open, supervise and secure the facilities at the conclusion of the event (depending on the nature of the event or if the event runs beyond "normal" facility hours) for safety and security reasons. This service will be charged back to the URI affiliated/sponsored group at a rate of \$20.00/hour. The Director of Recreational Services will determine if a Facility Supervisor is necessary to be present during the event.

Police, Fire and Safety Personnel

Depending on the nature of the event and the anticipated numbers of participants in attendance, URI University Police, Kingston Fire Department personnel and/or URI Safety and Risk Technicians may be required to work the event. The Office of Safety and Risk Management will determine the exact number of workers required for the event. All events with police, fire and safety personnel should estimate a cost of \$30.00 per hour /per service person, with a four hour minimum. Final invoice will reflect the actual rate and hours worked per employee(s).

Custodians, Maintenance, Lands & Grounds Personnel

Groups will be billed directly if URI Custodial, Maintenance and/or Lands & Grounds personnel are required to work the event. Fees range from \$28.00 - \$32.00 per hour, per worker in addition to materials (a minimum of 4 hours of work per worker is required). A final invoice will reflect the actual rate and hours worked per employee (s).

URI Lifeguards

A minimum of two (2) lifeguards is required for any activity held at the URI Tootell Aquatics Center. This service will be charged to the group at a rate of \$10.50per/hour/per/lifeguard. The service charge for Lifeguards includes both pre & post event time to properly open, clean and secure the facilities. An itemized invoice will be submitted to the internal group to include all costs incurred for this service. (The Coordinator of Aquatics will determine the exact numbers of lifeguard(s) required to work the event to ensure that all proper safety precautions are taken). All URI affiliated/sponsored groups utilizing the URI Tootell Aquatics Center must adhere to all established URI Pool Rules and Regulations.

Equipment

All URI organizations, departments and/or student groups are responsible for the care and use of URI property and equipment. The University will hold the group/organization financially liable for all damages or loss of equipment that occurs in conjunction with the event, regardless of fault.

The use of Rec Services recreation equipment must be requested in writing at least 2 weeks prior to the event. Equipment that is lost or broken will be charged back to the user group. The group at the conclusion of the event must return equipment used during the

event to its original location. An itemized invoice will be submitted to the group immediately following the event should loss of equipment or damages occur. An equipment deposit may be required prior to checking out the equipment. Some requests must be made though **URI PROPERTY** at 874-5468 for such items as: podium; chairs; folding tables, etc.

Signs & Decorations

Signs, decorations, props or exhibits are not to be affixed to any item on the premises, including, but not limited to, floors, walls, ceilings and furniture. Exceptions will be considered on an event-by-event basis. Permission must be obtained ahead of time from the Director of Recreational Services. Approved decorations for use in and/or on the Mackal-Keaney-Tootell Complex must be flame proof. No thumbtacks, staples, or tape (except for blue painter's tape), may be used on painted or varnished wooden surfaces. The organization or group booking the facility is responsible for the removal of all signs, decorations, props, exhibits or like articles. Recreational Services will assess a charge if items are not removed by the end of the designated time, or if any damage has been done.

Use of Department's Copy Machine

The Recreational Services copy machine is **not** available for use by URI affiliated groups. Other arrangements must be made.

Damages

All URI organizations, departments and/or student groups affiliated with URI shall be responsible for the care and use of URI property and equipment. The group will be held financially liable for all damages or loss of equipment that occur in conjunction with the event, regardless of fault, except damage caused by the University. The group at the conclusion of the event must return any equipment used during the event to its original location. All URI groups are responsible for the clean up of all trash, litter, food waste, etc., immediately following the conclusion of the event. The cost for damage and/or excessive clean up required for facilities/equipment is billed to the sponsoring organization. An itemized invoice will be submitted to the sponsored organization immediately following the event.

Parking

All URI organizations, departments and/or student groups **MUST** adhere to the URI Parking & Information Services parking policies and procedures. Cars should not park in the fire lanes directly in front or behind the Athletic Complex, drive on the sidewalks or park directly in front of Keaney Gymnasium. Any violators will be subject to ticketing and towing at the owners expense.

Food & Certificate of Insurance

It is required that URI organizations, departments and/or student groups utilize URI Catering Services for all occasions when food will be served. If URI Catering Services cannot provide the services you desire (for whatever reason), an outside catering service may be used only if the required release waiver forms have been completed in addition to a Certificate of Insurance and a food handling Certification is provided to this office prior to the start of the event. Requirements of the Certificate of Insurance are as follows:

A Certificate of Insurance naming ***"URI, the Board of Governors for Higher Education, their Agents, employees and the State of Rhode Island"*** as additional insured for one million dollars must be submitted to the Department of Recreation at least one week prior to the event. **The name and the date(s) of the event must also be included on the Certificate of Insurance.** Failure to submit the appropriate Certificate of Insurance will result in the cancellation of the event.

Assumption of Risk

Everyone involved in any URI recreation activity participates at his or her own risk and is completely voluntary. There are risks and hazards, minor and serious, associated with participation in sport, fitness, recreation and leisure related activities. URI is not liable for injuries suffered by participants. All participants are advised to have proper medical insurance coverage before participation.

Force Majeure

Neither party shall be liable for any failure to perform in whole or in part, under this Agreement because such performance has become illegal or impossible due to God, war, act of terrorism, government regulations, disaster civic disorder, curtailment of transportation or parking facilities, strikes, other job actions or emergencies or non-availability of facility(s) due to unavoidable and/or necessary University renovation or maintenance projects.

Final Invoice

An itemized invoice will be submitted to URI organization, department and/or student group immediately following this event to include all costs incurred. Final payment is due within **30 days** of receipt of the invoice. Failure to submit full payment will result in loss of privileges to utilize the Mackal-Keaney-Tootell Complex for any future events sponsored by said URI affiliated organizations, departments and/or student groups.

URI Indoor Space Request Form

University of Rhode Island
Department of Recreational Services
Mackal Field House
3 Keaney Road, Suite 1
Kingston, RI 02881-0810
401/874-2029 401/874-4829 (Fax)



Person Request Space: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Office Phone: _____ E-mail: _____

Fax Number: _____

Name of URI Student Group / Organization: _____

Is the contact person for this event different from the person requesting facility? YES NO

If YES, please include name and phone number(s): _____

Space/Facility/Activity Area Requested: _____

Description of Event (please be specific): _____

Date(s) of Event : _____

Beginning / End Time (be specific): _____ Estimated Number of Attendees: _____

I have read and understand the attached policies and agree to the information and conditions contained in these Guidelines and will abide by all stipulations.
Authorized Signature: _____ **Date:** _____

Equipment & Material Check List: User must obtain or schedule with the appropriate department (not all items are available). ♦ **Please call URI PROPERTY AT 874-5468 to reserve equipment.**

Trash Containers: _____ ♦ Podium: _____ ♦ Folding Tables: _____
Electrical Hook-ups: _____ ♦ Chairs: _____
Recreation Equipment or Signs/Posters/Banners: _____
Misc. Items (A \$ Deposit may be required): _____

Approval: YES NO _____

Jodi Hawkins, Director of Recreational Services Date
E-mail: RecService@etal.uri.edu