

# Mackal Court Space Request & Guidelines for Reserving One Court in Mackal



Department of Recreational Services  
Mackal-Keaney-Tootell Complex

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## 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 programs 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 (One Mackal Court)

For information on availability for using one (1) Mackal Court on specific times and dates, please call Jodi Hawkins at 874-2141 or contact her at [RecSpace@etal.uri.edu](mailto:RecSpace@etal.uri.edu) for preliminary information. File an official reservation request 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)
- 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 one Mackal Court free of charge if space is not scheduled with ongoing/traditional programs scheduled by the URI Departments of Athletics, Recreation and/or Kinesiology. All other courts in Mackal are for open recreation drop-in recreational use.

All URI affiliated URI organizations, departments and/or student groups must complete the *Rec Services Mackal Court 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 group / organization will be notified if the event is approved or denied.

### Factors for Approval

Requests for the use of one Mackal Court 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 facility guidelines or university policies.

## General Information / Personnel Services / Equipment - Information

### URI Affiliated Organizations, Departments and/or Student Groups

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.

### Designated Court Usage

Programs within the Department of Athletics and the Department of Recreational Services have scheduling priority of courts located in the Mackal Field House. The Men's & Women's Varsity Track teams have priority use of the Indoor Track and the multi-purpose area in Mackal from 3:00 p.m. - 6:00 p.m. Monday through Friday and for all home meets during their season. Note – Mackal court reservations are subject to change. Court reservations may be altered due to special events, intercollegiate activities and/or unforeseen emergencies. The Department of Recreational Services will do all it can to ensure that organizations, departments and/or student groups are aware of when the area is closed and/or on reduced hours, however, situations will no doubt arise without prior notice – we asked for your understanding.

One Court in Mackal is designed for use by URI organizations, departments and/or student groups who are interested in dance, fitness/conditioning, and sport related, martial arts, and/or approved Club Sport teams practices. Activities considered as an outdoor sport are prohibited in the Mackal Field House. Such activities include soccer, baseball/softball, field hockey, football, Frisbee, lacrosse, rugby, golf, etc.

Due to safety reasons, all URI organizations, departments and/or student groups "practices/activities" held in the corners of the Mackal Field House are **prohibited**.

Badminton and volleyball is available on a first-come-first-serve basis in Tootell East and West gymnasiums *only*.

### Maximum Time Allotted

There is a two (2) day per/week **maximum** time slot per URI affiliated organization, department and/or student group.

### Maximum Dates Allotted

The court may be scheduled for 1 hour, 30 minutes **maximum** time slot per URI affiliated organization, department and/or student group.

### Times Available for the Mackal Courts

The following days and times are available for URI affiliated organizations, departments and/or student groups to reserve the Mackal Court:

<b>Monday - Friday:</b>	6:00 p.m. - 10:00 p.m.
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- Please note that from approximately 5:00 p.m. to 8:00 p.m. Monday - Thursday, there may be music playing on the adjacent court during Mackal Fitness Group Fitness Classes.

### 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**. (The 911 system generally is not 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 sponsored organization 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. All groups/participants/spectators are asked to report any injury/accident or facility/equipment irregularity immediately to the Rec Service Center attendant on duty.

**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.

**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.

**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.

# Mackal Court 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): \_\_\_\_\_

Description of Event/Activity (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](mailto:RecService@etal.uri.edu)