

# Outdoor Space Reservation Form & Guidelines for Reserving Recreation Field Space



Department of Recreational Services

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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

Recreational outdoor field space refers to all activity areas utilized by URI Intercollegiate Athletics, Recreational Services or Kinesiology. URI's outdoor fields are scheduled to capacity throughout the calendar year (weather permitting) by the aforementioned primary tenants. As a rule, these are the only groups authorized to offer instructional programs on the fields. Requests for outdoor field space from other URI affiliated organizations, departments and/or student groups are considered only after all requests from the three primary tenants have been scheduled.

### Scheduling Process (Recreation Field Space)

For information on availability of venues for specific times and/or for specific activities 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) & equipment needs
- Estimated number of people expected to attend
- Desired location

In most cases, all organizations, departments and/or student groups who are affiliated with URI are allowed to use recreational gym space free of charge if space is not scheduled with ongoing/traditional programs scheduled 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 organizations, departments and/or student groups must complete the *Rec Services Indoor Gymnasium 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 recreational field 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.

**Note:** URI Varsity Athletic Fields and/or practice fields are **not** available for use by any URI organizations, departments and/or student groups. All varsity and practice fields are exclusively used by URI Intercollegiate Athletics.

All URI affiliated sponsored groups must complete the *URI Recreational Outdoor Field 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 & Approval Form* will result in the cancellation of the event. **Once the request has been reviewed by the Director of Recreational Services and the Director of URI Lands & Grounds, the group / organization / Department will be notified if the event is approved or denied.** A Facility Usage Permit will be issued through the Department of Recreational Services if the request is approved. The URI affiliated organizations; department and/or student group must carry the permit when assigned recreational field space is being utilized. Groups that do not hold a valid **Field Usage Permit** will be asked to leave the fields immediately.

In most cases, URI organizations, departments and/or student groups are allowed to use outdoor recreational field space free of charge if space is not scheduled with ongoing/traditional programs scheduled by the URI Departments of Athletics, Recreational Services and/or Kinesiology. Groups may be required to pay service fees (i.e., URI Lands & Grounds personnel, material & supplies, Port-a-John's, trash removal, etc.) if the activity requires such services. All user groups are required to adhere to all established policies and procedures established (see below for General Information / Personnel Services / equipment - Information).

## 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/fields 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 field space guidelines or university 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.

### 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). The Director of Recreational Services will review all emergency procedures prior to the event.

**Important:** All groups/participants/spectators are asked to report any injury/accident or facility/equipment irregularity to the Director of Recreational Services.

### Damages

All URI organizations, departments and/or student groups 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.

### URI Custodial / 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 Field Marshall

Groups will be billed directly if a Field Marshall is required to work the event. The Fee for this service is \$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).

### 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).

### 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 the start of the event. Some equipment such as: chairs; folding tables must be ordered through **URI PROPERTY** at 874-5468.

#### **Trash-Litter-Food Waste**

All URI organizations, departments and/or student groups are responsible for the clean up of all trash, litter, food waste, etc., generated for the event. The group will be invoiced a charge back rate of \$32.00 per/hour/per/person for any clean-up services provided by URI Lands & Grounds personnel. Final decision for clean up made by Facilities Services will be determined by the Director of Lands & Grounds.

#### **Moving URI Soccer Goals**

Soccer goals are currently located off of the recreational soccer fields at the tree line to allow the URI Maintenance personnel to cut grass and work on other projects without having the goals interfere with their work. When a request has been approved for the use of soccer fields, it is the responsibility of the Client to set-up the soccer goals in their proper location and move the goals to their original location immediately following the event. If goals are not returned to their original locations, URI Lands and Grounds will move the goals and the cost for this service is \$32.00 per/hour/per/person. All costs incurred will be charged back to the group (a minimum of 4 hours is required).

#### **Tents**

A "Tent Use Permit" must be completely filled out by the group prior to the start of the event for all tents that exceed 120 sq feet in an area. The URI affiliated/sponsored group must provide a Flame Proof Certificate Number for each tent set-up on the University's property. This permit is issued in accordance with Chapter 28.19 of the Rhode Island Safety Code. URI Lands & Grounds must clear exact location/placement of all tent(s) in advance.

#### **Port-a-Johns**

Some URI organizations, departments and/or student groups may be required to rent Port-a-John's based on the number of participants and the nature of the event. All costs incurred for this service will be charged back to the URI affiliated/sponsored group. URI Lands & Grounds must clear exact location/placement/delivery of all Port-a-Johns in advance.

#### **Cars/Trucks & Parking**

All vehicles are prohibited on URI Athletic/Recreational outdoor field space. Failure to adhere to this policy will result in the cancellation of the event.

#### **Parking**

All URI organizations, departments and/or student groups MUST adhere to the URI Parking & Information Services parking policies and procedures. Violators are subject to ticketing and towing at owners expense.

#### **Amplified Sound**

URI organizations, departments and/or student groups may not utilize amplified sound equipment during class time hours.

#### **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 weeks 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 the 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 recreational field space for any future events sponsored by said URI organizations, departments and/or student groups.

# URI Outdoor Field 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):** \_\_\_\_\_

**Outdoor Field Space /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 Container: \_\_\_\_\_ ♦ Podium: \_\_\_\_\_ ♦ Folding Tables: \_\_\_\_\_

Electrical Hook-ups: \_\_\_\_\_ ♦ Chairs: \_\_\_\_\_ Tents: \_\_\_\_\_

Recreation Equipment or \_\_\_\_\_ :  
Misc. Items (A \$ Deposit may be required):

\_\_\_\_\_

\_\_\_\_\_

**Approval:**  YES  NO

Jodi Hawkins, Director of Recreational Services  
E-mail: [RecService@etal.uri.edu](mailto:RecService@etal.uri.edu)

Date