

Section 8 | Facility Reservations & Hosting an Event

QUICK TIPS

What type of request am I making?

- Special Event Request
 - o Request is for a one-time event at a Campus Recreation Facility.
- Practice Request
 - o Request for recurring practice time period at a Campus Recreation facility.

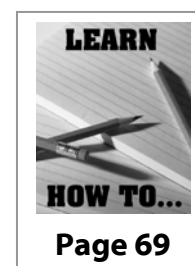


What facilities are available for use from Campus Recreation?

- Outdoor Facilities
 - o Rec SportsPlex (RSP)
 - o Main Campus Fields (MCF)
 - o FSU Reservation (Rez)
 - o Speicher Tennis Complex
- Indoor Facilities
 - o Tully Gym
 - o Leach Center & Leach Pool

What needs to be turned in to make a facility request?

1. Special Event Request
 - o Facility Request Form for RSP, MCF, Tully Gym or Leach Pool
2. Practice Space Request
 - o Sport Club Practice Request Form due by first Thursday of semester at 4:30 PM



Where do I find the forms?

Forms can be found using the Resource Center link on the Sports Clubs website at fsu.campusrec.com/sportclubs.

When do I need to turn in the paperwork?

Special Event Request Forms are due a minimum of two weeks before request date for consideration, and are accepted up to six months prior to request date. To receive priority over other users, Sport Clubs must meet the priority request deadline for the semester in which they wish to host an event.

- August 1 for Fall Semester (September – December)
- November 1 for Spring Semester (January – April)
- March 1 for Summer Semester (May – August)



Events are scheduled on a first-come, first-served basis. Sport Clubs are encouraged to turn in requests as one of the first steps of planning their events.

Practice Space Requests are due the first Thursday of each semester to the Assistant Director of Sport Clubs in Room 1035 Tully Gym.

Where do I turn in the forms?

- Special Event Request
 - o Forms will be turned in to the Assistant Director of Sport Clubs in 1035 Tully Gym, who will forward them on to the appropriate Campus Recreation staff member.
 - Rec SportsPlex or Main Campus Fields
 - Michael Collins – Assistant Director of Intramurals – 644-7699
 - Tully Gym
 - Steven Powell – Director of Facilities – 694-1367
 - Leach Pool
 - Jennifer McKee – Director of Aquatics – 644-4531
- Practice Space Request
 - o Forms will be turned in to the Assistant Director of Sport Clubs in 1035 Tully Gym.

What do I need to do to host an event?

In order to host an event, many tasks need to be handled. Checklists for holding an event at an outdoor complex, at Tully Gym, or at the Leach Pool are included in the How To portion of this section.



Facility Reservations & Hosting an Event | Definitions & SCP Policies

Different Types of Facility Requests

Special Event Request

A Special Event Request is a request made with the intent to host a one-time event at that facility. Examples include hosting a tournament, match, or playday. These requests are typically made for weekends as regular Campus Recreation programming takes place during the week.

Practice Space Request

A Practice Space Request is a request for a Campus Recreation facility space used for regular, recurring practice times. The Campus Recreation facilities included in this process are Tully Gym, Rec SportsPlex and Main Campus Fields. Practice schedules are made at the beginning of each semester - Fall, Spring and Summer - and continue throughout that term. Practice Space Requests involving use of the Leach Center (pool, racquetball courts or multi-purpose courts) must be made directly with the Director of Facilities (court space) or Director of Aquatics (pool).

Campus Recreation Facilities

Rec SportsPlex

The Rec SportsPlex is a relatively new outdoor facility operated exclusively by FSU Campus Recreation. This facility is the largest outdoor campus recreation facility in the nation. The Rec SportsPlex houses twelve flag football fields, four multi-purpose fields, five softball fields, and a Field House building on each side of the facility, as well as a Sport Club Building opening Spring 2010. This facility is great for hosting large-scale events, as there is plenty of field space and plenty of parking. The Rec SportsPlex is located 5 minutes from campus near Seminole Golf Course and the FSU Reservation.

Main Campus Fields

The Main Campus Fields are located on campus across from Doak Campbell Stadium. The Main Campus Fields offer the largest amount of green space on the main campus. This facility can be reserved for an event or for practice. The facility was formerly used for Intramural Sports, but now is almost exclusively Sport Clubs and open recreation as Intramurals have moved to the Rec SportsPlex. After Intramural Sports, Sport Clubs have priority over space allotment at these fields with regard to nightly practices.

Tully Gym

Home to the Intramural Sports and Sport Club Offices, Tully Gym is where many indoor clubs practice and play. Sunday through Thursday evenings Sport Clubs have use of Court 4 in the gymnasium for practice. The Combatives Room is available Sunday through Friday. Campus Recreation shares this facility with Athletics and the P.E. Lifetime Activities Program. With Tully Gym being a shared facility, everything possible is done to accommodate all groups in providing time and space for Tully Gym usage. Due to this sharing, select dates are unavailable during each semester due to varsity volleyball matches and other major University-sponsored events.

Leach Pool

The Leach Pool is located in the Leach Center and run by Campus Recreation. The Leach Pool was formerly the home of FSU varsity swimming and diving; however, these teams have since moved to a new facility. Clubs can request practice time with the Director of Aquatics, or can request to reserve the pool to



host a weekend tournament. All Sport Club reservations of the Leach Pool go through the Director of Aquatics, with the assistance from the Assistant Director of Sport Clubs.

FSU Reservation

The FSU Reservation (Rez) is FSU's own waterfront property, located 5 minutes from the main campus. The Rez has a beach to relax, sand volleyball courts, and many other opportunities for outdoor recreation. The Rez houses the FSU Challenge Course, as well as the Outdoor Pursuits program.

Speicher Tennis Complex

The Speicher Tennis Complex houses 12 tennis courts. It is located just north of Tully Gym on FSU's main campus. Varsity tennis practices and matches are held at Speicher, as well as summer camps for children. Whenever not in use by the Athletic Department or Intramural Sports, the Speicher Tennis Complex is available for open recreation tennis.

What Happens After I Turn in the Necessary Paperwork to the Sport Club Office?

Special Event Request

After the required paperwork is turned into the Assistant Director of Sport Clubs, the paperwork is then taken to the appropriate Campus Recreation staff member to attempt to reserve the particular facility. For outdoor facility reservations, Rec SportsPlex and Main Campus Fields, the rest of the process is taken over by the Assistant Director of Intramural Sports. For reservations at Tully Gym and the Leach Pool, the Assistant Director of Sport Clubs serves as a liaison between the Director of Facilities (Tully Gym reservations) and/or the Director of Aquatics (Leach Pool reservations).

After the Assistant Director of Sport Clubs has spoken with the appropriate staff member regarding the reservation request, the rest of the process can begin. For outdoor reservations, that Assistant Director of Intramural Sports will be in contact with the club representative making the request. For the Tully Gym and Leach Pool reservations, the appropriate Campus Recreation staff member will contact the club representative to inform him or her of the status of the reservation request.

Practice Space Request

All Sport Club Practice Request Forms that are properly completed and turned in by the deadline to the Assistant Director of Sport Clubs will be used by the Assistant Director of Sport Clubs to create a practice schedule for each facility, each semester. Priority scheduling is based on the annual Sport Club Council point standings for each club.

Special Event Conflicts

On occasion, special events by FSU Athletics, Intramural Sports, or other Sport Clubs may require certain practice sessions to be canceled for particular groups. Please be prepared to make accommodations for your group in these cases. A schedule of affected dates will be released in advance, when possible.



Facility Reservations & Hosting an Event | Club Expectations

Expectations When Using University Facilities

- Any time a club has reserved a facility, the facility must be used.
- If the club cancels a practice, game or any reservation, the club representative must contact the Sport Club Office at least 24 hours before the reservation is in effect. Failure to use a reserved area jeopardizes the club's ability to reserve the facilities for future use.
- Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Sport Club related activity, will jeopardize the club's continued status as a member of the SCP.
- Any club using a facility is obligated to clean up after the activity. Fines can be assessed for failure to clean the facility.
- Facility supervisors are responsible for Campus Recreation facilities. They have the authority to deny unauthorized persons or persons abusing facilities or equipment access to the facility.
- Alcoholic beverages and other illegal substances are not permitted in or at Campus Recreation facilities.
- It is the club's responsibility to monitor all club events (including the actions of spectators) to insure that alcoholic beverages or other food and drink (if not allowed) are not on site.
- Games will be delayed until the problem is corrected and may be canceled if the situation is not addressed appropriately and in a timely manner.
- ****NOTE**** Clubs must follow all guidelines issued by each facility that they use. For example, the clubs that use the Reservation must follow all guidelines set forth by the Reservation staff.

Facility Reservations & Hosting an Event | Equipment Checkout

Clubs have the option of checking out equipment from the Sport Club Office for use in games or special events. On the **Facility Request Form**, clubs must specify what equipment they wish to checkout. An Equipment Checkout Form (available from the Sport Club Office) must be turned in at the time of checkout.

Some items available for checkout include:

Water Coolers

Flip Scoreboards

Cordless Battery Powered Scoreboard

Chalk and Chalker / Paint and Paint Machine for Lining

Tables & Chairs

Pop-Up Shelter Tents



Facility Reservations & Hosting an Event | How to Request Facility Space

What is the Process of Reserving a Facility?

Process for Reserving an Outdoor Facility:

1. Determine which facility you would like to reserve, Rec SportsPlex or Main Campus Fields.
2. Determine when you would like to reserve the facility.
3. Fill out the Outdoor Facility Request Form completely. Incorrect information can cause the process of reserving a facility to be delayed.
4. Bring completed Outdoor Facility Request Form to the Assistant Director of Sport Clubs in 1305 Tully Gym. The forms will then be turned in to the Assistant Director of Intramural Sports.
5. Assistant Director of Intramural Sports will issue a confirmation or denial of facility request upon review.
6. The Assistant Director of Intramurals will contact you, if confirmed, to complete additional paperwork and to pay security deposits and all other required fees.
7. After the event the Assistant Director of Intramural Sports will refund the security deposit if all Facility Rental rules, regulations, policies and expectations are met.

Process for Reserving Tully Gym:

1. Determine when you would like to reserve the facility.
2. Fill out the Facility Request Form: Tully Gym completely. Incorrect information can cause the process of reserving a facility to be delayed.
3. Bring completed Facility Request Form: Tully Gym to the Assistant Director of Sport Clubs. The form will then be turned in to the Director of Facilities.
4. Director of Facilities will then issue a confirmation or denial of facility request.

Process for Reserving the Leach Pool

1. Determine when you would like to reserve the facility.
2. Email the Director of Aquatics (Jennifer McKee, jagaris@admin.fsu.edu) and the Assistant Director of Sport Clubs (Tommy Schorer, tschorer@admin.fsu.edu) to inform them of your desire to reserve the Leach Pool, and set up a meeting time to discuss the reservation.
3. Attend the scheduled meeting, at which time the Director of Aquatics will approve or deny the request.
4. If the request is approved, a contract for the reservation will be created during the meeting with the Director of Aquatics and Assistant Director of Sport Clubs.
5. Sign the contract at the meeting to complete the reservation process.



Facility Reservations & Hosting an Event | How to Complete a Request Form

How Do I Fill Out the Outdoor Facility Request Form Correctly?

An Outdoor Facility Request Form can be obtained by visiting the Sport Clubs web site, clicking the **Resource Center** tab and the **Hosting a Sport Club Event** link. When filling out an Outdoor Facility Request Form properly, particular fields must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed. An example of a properly completed Outdoor Facility Request Form can be found in the following pages of this manual.

Required Fields

Name of Group, Affiliated with FSU, Contact Name, Contact E-Mail, Cell Phone, Other Phone, Mailing Address, Alternate Contact Person Info – All of this information is required on the Facility Request Form. This information will be used to contact the sport club representative making the facility reservation request as needed.

ACTIVITY INFORMATION

Date(s) – The date(s) in which you would like to reserve the facility need to be included.

Proposed Activity – What is the reason you are requesting the facility? The event/activity you are planning on using the facility space for is to be noted in this field.

Start and End Time(s) – The time you are planning on beginning and the time you are planning on ending activity at the facility each day are required. Make sure to include set-up and clean-up times. These times are used by Campus Recreation staff to determine what hours Supervisory staff will need to be scheduled and be present at the facility.

Participant Arrival and Departure Time – The times in which the participants in the event/activity will be arriving and departing are required.

Estimated Number of Participants – An estimated number of participants from each group listed is required (FSU Students, FSU Faculty/Staff, Children under the age of 18, Other). These estimations help the Campus Recreation staff determine Supervisory staffing needs.

Estimated Number of Spectators/Non-Participants – An estimated number of spectators/non-participants from each group listed is required (FSU Students, FSU Faculty/Staff, Children under the age of 18, Other). These estimations help the Campus Recreation staff determine Supervisory staffing needs.

Type of Event You Are Hosting – Check which type of event being hosted at the facility (Sport club single game/match, Sport club multiple games/tournament, Large-scale recreational event, Small-scale recreational event, Greek philanthropy event, other).

Detailed Description of Event – Provide a description of what the event will consist of.

Facility Information – This field requires you to select which parts of which facilities you would like to utilize, and how many. You can choose from the Rec SportsPlex or Main Campus Fields, and a variety of different types of field space at each of those facilities.

Equipment Requested – If you would like to rent equipment, list what equipment and how many you would like to rent. You will be notified by Campus Recreation what equipment is available for check-out or rental and what equipment you will need to obtain from other FSU Departments or outside sources.

Additional Information – Check the box if the answer is yes for any of the listed statements.







How Do I Fill Out the Tully Gym Facility Request Form Correctly?

A Tully Gym Facility Request Form can be obtained by visiting the Sport Clubs web site, clicking the **Resource Center** tab and the **Sport Club Forms** link. When filling out a Tully Gym Facility Request Form properly, particular fields must be completed before turning in to the Assistant Director of Sport Clubs. Provided below are explanations of the different fields, what they are and why they are needed. An example of a properly completed Tully Gym Facility Request Form can be found in the following pages of this manual.

Required Fields

Name of Group, Affiliated with FSU, Contact Name, Mailing Address, City, State, Zip, Daytime Phone, Other Phone, Email Address – All of this information is required on the Facility Request Form. This information will be used to contact the sport club representative making the facility reservation request as needed.

ACTIVITY INFORMATION

Proposed Activity – What is the reason you are requesting the facility? The event/activity you are planning on using the facility space for is to be noted in this field.

Sport Clubs – You must check whether you will be hosting a Single Match, Multiple Matches, or some other sort of Sport Club Activity (practice requests are not included on this form).

Date – The date that the form is completed must be included on a Unique Purchase Form.

Completed By – The person completing the form must be included on the Unique Purchase Form. Should the Sport Club Office have any inquiries regarding the order, the person completing the form will be contacted.

League Membership Payment/Facility Rental/Contractual Service – Depending on what the expenditure is for, one of these boxes must be completed, with as much information as possible included. No fields should be left blank. If the League, Facility or Payee needs to be contacted to obtain the information, the person completing this form must take on the responsibility of making the correct contacts to obtain the required information.

When Do I Need to Turn In a Special Event Request Form?

Special Event Request Forms are due a minimum of two weeks before request date for consideration, and are accepted up to six months prior to request date. To receive priority over other users, Sport Clubs must meet the priority request deadline for the semester in which they wish to host an event.

- August 1 for Fall Semester (September – December)
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Facility Reservations & Hosting an Event | Outdoor Events Checklist

Reserving a Facility

- See the previous pages of this section to properly reserve a facility for your event

Pre-Event Planning

- Visiting Teams/Participants
 - Confirm event start time(s)
 - Confirm driving directions to event, including parking information and travel time
 - Confirm event time length
 - Confirm directions to back-up site in case of inclement weather (if applicable)
 - Confirm uniform colors in case of conflict
- Contingency plan in case of inclement weather
 - Obtain back-up site and confirm directions to site for all parties (if applicable)
- Referee/Officials Arrangements
 - Payment arranged for officials
 - Officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials, as well as travel time
 - Confirm start time and duration of event
- Plans for equipment setup – day of or night before event
 - Coordinate with Sport Club Office the set-up of materials/equipment
 - *Responsibility for set-up falls with the club*
 - Prepared to line fields if weather does not permit Campus Recreation to do so, or if you have chosen to line them yourselves
- Insurance
 - Obtain proof of insurance if necessary
- Arrangements made for collecting entry fees either before or after event
 - Money available to provide change for any type of transaction
 - Receipts on hand to issue to visiting teams/participants that give payment
- Trophies, T-Shirts, etc. designed and made before the event
 - Obtain vendor approval to be able to sell merchandise (some fees may be required)
 - If selling apparel, have money to provide change
- Tournament Bracket/Format
 - Bracket/format prepared and ready with all teams accounted for
 - Contingency plan ready in case team backs out or weather causes change
 - Teams/participants ensured time for meals/rest in between competition
- Athletic Trainer
 - If needed, make arrangements with Sport Club Office well in advance. The Sport Club Program administrators reserve the right to require an athletic trainer to be on-site at all times during events deemed as high-risk.
- Your club considerations
 - Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.



- ___ Confirm event start time and what time members should arrive
- ___ Confirm event time length
- ___ Confirm what uniform to wear
- ___ Confirm who is bringing what equipment
- ___ Arrange to have club stay after to clean-up complex and put equipment away

Media Promotion

- Develop and post flyers/posters for advertising event
- Notify FSView about event
- Develop advertisement information for Sport Club web site
- Promote via other web means (facebook, Blackboard, etc.)
- Notify Tallahassee Democrat about event

Day of Event Checklist

- Set-up is complete (tables, goals, water coolers, etc.)
- Beginning meeting for: ground rules, facility guidelines, event format, get visiting consents
- Club works together to enforce facility rules for both participants and spectators
- Club works together to staff event, with at least two club members always present

Post Event Checklist

- Club works together to clean up complex
- Club takes down all equipment and puts it away
- Collect jerseys, uniforms, equipment from members as necessary
- Obtain approval from Sport Club Supervisor that they are finished
- Notify Sport Club Office of results from event
- Turn in visiting team consent form(s) to Sport Club Office or supervisor on duty



Facility Reservations & Hosting an Event | Tully Gym Events Checklist

Reserving Tully Gym

- See the previous pages of this section to properly reserve a facility for your event

Pre-Event Planning

- Visiting Teams/Participants
 - Confirm event start time(s)
 - Confirm driving directions to event, including parking information and travel time
 - Confirm event time length
 - Confirm uniform colors in case of conflict
- Referee/Officials Arrangements
 - Payment arranged for officials
 - Officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials
 - Confirm travel time for officials
 - Confirm start time and duration of event
- Plans for equipment setup – day of or night before event
 - Coordinate with Sport Club Office the set-up of materials/equipment
 - *Responsibility for set-up falls with the club*
- Insurance
 - Obtain proof of insurance if necessary
- Arrangements made for collecting entry fees either before or after event
 - Money available to provide change for any type of transaction
 - Receipts on hand to issue to visiting teams/participants that give payment
- Trophies, T-Shirts, etc. designed and made before the event
 - Obtain vendor approval to be able to sell merchandise (some fees may be required)
 - If selling apparel, have money to provide change
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- Athletic Trainer
 - If needed, make arrangements with Sport Club Office well in advance. The Sport Club Program administrators reserve the right to require an athletic trainer to be on-site at all times during events deemed as high-risk.
- Your club considerations
 - Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.
 - Confirm event start time and what time members should arrive
 - Confirm event time length
 - Confirm what uniform to wear
 - Confirm who is bringing what equipment



___ Arrange to have club stay after to clean-up complex and put equipment away

Media Promotion

- Develop and post flyers/posters for advertising event
- Notify FSView about event
- Develop advertisement information for Sport Club web site
- Promote via other web means (facebook, blackboard, etc.)
- Notify Tallahassee Democrat about event

Day of Event Checklist

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- Club works together to enforce facility rules for both participants and spectators
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Post Event Checklist

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- Club takes down all equipment and puts it away
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- Notify Sport Club Office of results from event
- Turn in visiting team consent form(s) to Sport Club Office or supervisor on duty



Facility Reservations & Hosting an Event | Leach Center Pool Events Checklist

Reserving the Leach Pool

- See the previous pages of this section to properly reserve a facility for your event

Pre-Event Planning

- Visiting Teams/Participants
 - Confirm event start time(s)
 - Confirm driving directions to event, including parking information and travel time
 - Confirm event time length
 - Confirm uniform colors in case of conflict
- Referee/Officials Arrangements
 - Payment arranged for officials
 - Officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials
 - Confirm travel time for officials
 - Confirm start time and duration of event
- Plans for equipment setup – day of or night before event
 - Coordinate with Sport Club Office the set-up of materials/equipment
 - *Responsibility for set-up falls with the club*
- Insurance
 - Obtain proof of insurance if necessary
- Arrangements made for collecting entry fees either before or after event
 - Money available to provide change for any type of transaction
 - Receipts on hand to issue to visiting teams/participants that give payment
- Trophies, T-Shirts, etc. designed and made before the event
 - Obtain vendor approval to be able to sell merchandise (some fees may be required)
 - If selling apparel, have money to provide change
- Tournament Bracket/Format
 - Bracket/format prepared and ready with all teams accounted for
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- Athletic Trainer
 - If needed, make arrangements with Sport Club Office well in advance. The Sport Club Program administrators reserve the right to require an athletic trainer to be on-site at all times during events deemed as high-risk.
- Your club considerations
 - Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.
 - Confirm event start time and what time members should arrive
 - Confirm event time length
 - Confirm what uniform to wear
 - Confirm who is bringing what equipment



___ Arrange to have club stay after to clean-up complex and put equipment away

Media Promotion

- Develop and post flyers/posters for advertising event
- Notify FSView about event
- Develop advertisement information for Sport Club web site
- Promote via other web means (facebook, blackboard, etc.)
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- Set-up is complete (tables, goals, water coolers, etc.)
- Beginning meeting for: ground rules, facility guidelines, event format, get visiting consents
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- Club works together to staff event, with at least two club members always present

Post Event Checklist

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