

Facility Rental Guidelines

Category 1: Exclusive Use Rental (up to 300 for activities) (Up to 1200 for banquets)

Exclusive use rentals are only available when space is not being used for open recreation and cannot be booked during open recreation hours.

- This type of rental must include staffing for areas where supervision/ service is necessary (i.e. pool, rock-wall).
- If exclusive use is outside of the facility operating hours, a \$60 charge per hour for utilities should be added.
- On a limited basis we will close the facility early for an event; there must be a \$200/ hour early closure fee for any hour that we would normally be open (in addition to the per hour activity fee).
- Exclusive Use Rentals ensures that your group has the only access to the area you have rented. This option allows only for use of the specific area reserved.
- Equipment such as tables, chairs, scoreboards, projectors, and audio is not included in the hourly rental rate.
- Access for all spectators and participants is included in the per-hour pricing of this type of rental.
- Staffing is provided based on the total number of participants and spectators occupying the area. Staffing costs are \$15/ hour for all exclusive use staffing.
- Rental rates begin the minute that the space is occupied by the guest, contractor of guest, or equipment requested by the guest and continues until the guest and contractor of guest completely exits the facility (unless being occupied by the event, hours when the facility is normally closed do not accrue per hour fees).
- We do not permit personal or group instruction of services we do, have done, or could offer. Any personal instruction, that is approved, must be accompanied by a general liability policy at the limits stated below.
- Building and area specific waivers must be signed by all participants prior to entering the facility.
- Any rental involving instruction or large scale special events must be accompanied by a general commercial liability policy with the following coverage limits (others rentals may require insurance at request of Marshall Campus Recreation):
 - General Liability including Commercial General Liability for each Occurrence **with Centers LLC, Provident Resource Group – Marshall Properties LLC, and Marshall University Listed as additional insured** and with the following limits:
 - \$1,000,000.00 for personal and adv. injury
 - \$1,000,000.00 for each occurrence
 - \$1,000,000.00 for fire damage (any one fire)
 - \$1,000,000.00 for general aggregate
 - \$1,000,000.00 for property damage
 - \$5,000.00 for Medical Expenses (any one person)

Area Specific Guidelines for exclusive use:

- **Rockwall:**
 - Must include staff
 - 4 staff guarantees 12 climbers/ hour,
 - 2 staff minimum guarantees 6 climbers /hour.
- **Outdoor Lounge:**
 - Must include Staff and does not include use of rock wall.
- **Aquatic Center:** Must include Staff,
 - 2 staff minimum with a 20 to 1 staff to participant ratio.
 - General rentals must rent the entire pool (priced at each area individually).
 - Specific rental areas are available for small groups such as individual lap lanes, leisure pool, vortex but rental of these areas must be contained to that specific area.
 - Maximum of 90 participants allowed in the pool at any time
- **Gym Courts:**
 - Does not need to include staff unless after hours rental.
 - No food drinks, or non-athletic shoes are allowed unless the floor is covered.
 - Maximum of 3 gym courts may be rented during normal facility operating hours.
 - Maximum of 2 gym courts may be rented during normal facility operating hours between from 4-6:30pm. (except during breaks)
 - No rentals are permitted after 6:30pm Monday – Thursday (except during breaks),
 - Gym court rentals do not include use of sports equipment (volley, basketball, scoreboard, etc).
 - If courts are used after hours, all 4 courts must be rented.
- **Studios:**
 - We do not permit personal or group instruction of services we do, have done, or could offer.
 - Any personal instruction that is approved must be accompanied by a general liability policy.
 - Use of audio cabinets **IS** included in a studio rental.

Category 2: Group Rate Open Recreation (Groups of 20-100)

The group rate option is available for groups of 20-80 to access the entire facility for open recreation purposes. Groups under 20 guests must enter the facility through an approved guest pass option.

- The rate for access is \$6/ person and any person entering the facility (spectator or participant) is required to be included in the fee.
- Groups entering in this manner must pay for the entire reservation in one sum and cannot pay individually.
- Lobby or other meeting space is not included in this access.
- This allows for access to the entire facility in an open recreation basis (non-exclusive use)
- This option should not be used for groups wishing to have more than 30 participants in the pool at any given time.

- Group Rate open recreation may be combined with exclusive use reservations (Same regulations apply for exclusive use rentals).
- Group rate Open Recreation Climbing:
 - Groups of 20 or more wishing to climb the rock wall may do so at an additional fee of \$3/ try climb.
 - Groups of less than 20 wishing to climb the rock wall may do so at an additional fee of \$5/ try climb.
 - Try climbs are first come first serve based on availability of staff and volume of wall users and cannot be guaranteed.
 - If a group would like guaranteed climbing they will need to rent exclusive use outside of our normal wall hours.

Category 3: Birthday Parties (up to 75 attendees max)

Birthday Parties are designed as a low cost, non-exclusive use rental that cannot be modified and are only available for the resources and times allotted in CSI.

Parties are block scheduled at the following times and all priority #1 times must be fully booked before priority #2 times will be open for reservation. (wall parties are Saturday morning only)

Friday:

- Priority #1 Times
 - N/A
- Priority #2 Times
 - 5:30pm – 8:00pm

Saturday:

- Priority #1 Times
 - 1:30pm – 4:00pm
 - 4:30pm – 7:00pm
- Priority #2 Times
 - 12:00pm – 2:30pm
 - 3:00pm – 5:30pm

Sunday:

- Priority #1 Times
 - 1:30pm – 4:00pm
 - 4:30pm – 7:00pm
- Priority #2 Times
 - 2:30pm – 5:00pm
- This rental does not give exclusive use of any area (south meeting room is only space guaranteed private).

Pricing

Birthday Party rates include specified number of access bands for guests (participants and spectators combined):

- Access bands are required to be worn at all times and will grant access to and from the facility for party guests.
- Additional access bands may be purchased at the time of booking, or at the time of party, to allow access for additional guests.
 - Additional access Bands are \$3 per band(guest)
- Pool: 40 Guests (total participants and spectators combined)
 - Includes Seating for 30
 - Member-\$175, Non-member-\$245
- Court: 40 Guests (total participants and spectators combined)
 - Includes Seating for 30
 - Member-\$175, Non-member-\$245
- Turf: 40 Guests (total participants and spectators combined)
 - Includes Seating for 30
 - Member-\$175, Non-member-\$245
- Wall: 20 Guests (total participants and spectators combined)
 - Includes Seating for 30
 - Member-\$220, Non-member-\$310

Deposits/ Payment

- Members
 - As a member only benefit, members may secure a party spot with a nonrefundable deposit at time of booking with balance amount due on or before the Wednesday prior to the party
 - Court, Pool, Turf Deposit: \$100
 - Wall Deposit \$145
- Non-members
 - Full Payment is required at time of booking

General Guidelines

- Birthday party guests cannot exceed 75 Max attendees.
- All parties include 2 hours of activity and 30 minutes in a party area.
 - Activity must take place during the first 2 hours of the party and party space must take place during the last 30 minutes.

- Parties may arrive 15 minutes early to set-up and must vacate the area no more than 15 minutes after the party ends.
- Climbing Parties cannot exceed 25 guests
- Activity time is for a single area only (pool, court, wall, turf) use of additional areas is not permitted by party guests.
- Any additional time or activity space must be booked as a full additional party and cannot be combined with Exclusive Use Rental or Group Rate Open Recreation.
- When booking parties in CSI you must reserve both the activity and party area under the same reservation. Parties of 75 on the turf must reserve both the East and West Lobby.