

## **FACILITY RENTALS AND RESERVATIONS**

Campus Recreation Spaces are scheduled internally and have the following priority of usage:

- Campus Recreation Programs
- Student Organizations
- University Departments/Groups
- Non-University Groups

Reservations for the Campus Recreation Center can be made by calling the Associate Director of Facilities and Operations at 304.696.2943, e-mailing [pallante1@marshall.edu](mailto:pallante1@marshall.edu) or submitting a Facility Reservation Request Form. This form can be found on the Campus Recreation website. All reservations must be submitted 14 business days prior to the scheduled event and requests cannot be made more than 6 months in advance.

<b>RENTAL RATES (hourly)</b>	<b>MU Students/Groups</b>	<b>Member</b>	<b>Non-member</b>
Basketball Court (per court)	\$25.00	\$30.00	\$60.00
Racquetball Court (per court)	\$15.00	\$20.00	\$40.00
Climbing Wall (non-exclusive)	\$65.00	\$70.00	\$140.00
Pool (non-exclusive use)	\$35.00	\$40.00	\$80.00
Pool (exclusive use)	\$75.00	\$80.00	\$160.00
Outdoor Pool Patio	\$20.00	\$25.00	\$50.00
Fitness Studio	\$25.00	\$30.00	\$60.00
Meeting Room	\$20.00	\$25.00	\$50.00
Front Lobby (non-exclusive)	\$20.00	\$25.00	\$50.00
Turf Field	\$75.00	\$80.00	\$160.00

Charges for setup, non-operational hours, additional staffing or special equipment may apply in addition to the above list. **Non-exclusive use is defined as the ability to use the designated space while sharing it with other patrons. Exclusive use is granted when patrons are not using the space and comes at a higher premium.**

The non-member rate would apply to those individuals, groups, or organizations that are not members of the Marshall Recreation Center.

Campus Recreation reserves the right to decline facility usage for any person/organization submitting a facility rental request.

Rental fees can be paid with cash, check, or credit card (except American Express) at the Recreation Center ProShop.

All facility rentals are subject to a 25% deposit if it is deemed necessary by the Associate Director of Facilities. This deposit fee will be provided in writing with your e-mail confirmation. The deposit fee will be applied to the total cost of the facility rental.

The Associate Director of Facilities will determine if extra staffing will be required. If it is determined extra staffing will be needed the person/organization responsible for this fee will be notified in writing with the email confirmation of the event. All facility rentals requesting to use space for a fitness/wellness activity must use Marshall Recreation Center staff.

All rentals of the facility agree to comply with MU's Smoke Free Environment policy which prohibits smoking on campus.

Groups renting the Marshall Recreation Center are not permitted to sell or contract outside vendors to sell products during the rental.

**1. Exclusive Use Rentals (Exclusive use is granted when patrons are not using the space and comes at a higher premium.)**

Large rentals of 30 people or more are only available when the space is not being used for open recreation.

- This type of rental must include staffing of areas where supervision/service is necessary.
- 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/employee for all exclusive use staffing.
- A Marshall Police Officer must be present at any event at which alcohol is served.
- Personal or group instruction of services currently offered by Campus Recreation are not permitted. Any approved personal instruction that takes place inside the facility must have prior approval and be accompanied by a general liability policy.
  - 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 levels of coverage:
    - ✓ \$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:**

- Rock Wall
  - Must include staff
  - 2 staff minimum guarantees 6 climbers per hour
- Aquatic Center
  - 2 staff minimum. Additional staff may be required dependent on the size of the group.
  - Maximum of 100 participants allowed in the pool at any given time.
- Gym Courts
  - Does not need staff unless rental takes place after hours.
  - No food, drinks, or non-athletic shoes are allowed unless the floor has been covered.
  - Maximum of three gym courts may be rented during facility operating hours.
- Fitness Studios
  - Personal or group instruction of activities offered by Campus Recreation staff is not permitted.
  - Any approved instruction must be accompanied by a general liability policy.
  - Use of the audio equipment is included in a studio rental.

**2. Non-exclusive Use Rentals (Non-exclusive use is defined as the ability to use the designated space while sharing it with other patrons.)**

- The group rate option is available for groups that need access to the entire facility for open recreation purposes. These guests can enter the facility through purchasing group guest passes at the price of \$8 per person.
- This option cannot be used for groups wishing to have more than 40 participants in the pool at any given time and is only available during non-program hours.
- Lobby or other meeting space is not included in this type of access.
- Group rate open recreation may be combined with exclusive use reservations (exclusive-use regulations will apply).
- 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 per person.
    - ✓ Try climbs are at a first come first serve basis. Availability of staff cannot be guaranteed. Note: for guaranteed climbing, the wall must be rented exclusively outside of the normal operating hours.

### 3. Birthday Parties

- Parties are block scheduled and are available during the following time slots:

Friday	N/A	5:30pm-8pm
Saturday	12:30pm-3pm	3:30pm-6pm
Sunday	12:30pm-3pm	3:30pm-6pm

Please note that Friday evening parties are not available during the summer months.

- Party Pricing is as follows:

	Member	Non-member
Pool	\$175	\$245
Court	\$175	\$245
Turf	\$175	\$245
Rock Wall	\$175	\$245

#### Pool Party:

- 50 guests (total of spectators and participants combined). If there are more than 50 guests, party host will be responsible for an addition \$3 per person, payable at the time of the event.
- Includes 2 hours of pool time and 2 ½ hours access to the party room.
- Includes tables and chairs for all guests.

#### Court Party:

- 50 guests (total of spectators and participants combined). If there are more than 50 guests, party host will be responsible for an addition \$3 per person, payable at the time of the event.
- Includes 2 ½ hours access to the court and to the party room.
- Includes tables and chairs for all guests.

#### Outdoor Turf Party:

- 50 guests (total of spectators and participants combined). If there are more than 50 guests, party host will be responsible for an addition \$3 per person, payable at the time of the event.
- Includes 2 ½ hours access to the turf and to the lobby.
- Includes tables and chairs for all guests placed in the lobby.

#### Rock Wall:

- 20 guests (total of spectators and participants combined). No more than 20 guests will be able to participate in the event.
  - Includes 2 hours access to the wall and 2 ½ hours to the party room.
  - Includes tables and chairs for all guests.
- Deposits/Payments
  - As a members-only benefit, members may secure a party spot with the balance due on or before the Monday prior to the party.
  - Non-members may secure a party spot with the balance due on or before 10 business days before the date of the scheduled event.
  - All rentals cancelled within 72 hours of the event are subject to a \$50 late cancellation fee.
- General Guidelines
  - Parties that take place in the pool or on the rock wall must use the activity area during the first 2 hours of the event with use of the party room taking place during the end of the allotted time.
  - Parties may arrive 15 minutes early to set up and must vacate the area no more than 15 minutes after the party ends.
  - Activity time is for a single area only (pool, court, wall, turf). Use of additional areas is not permitted by party guests.
  - Additional activity space can be booked in combination with exclusive use pricing (see chart above).