

## **Policy on Use of Sports Facilities by Officially Recognized University Student Organizations**

For the purpose of this document, Official Recognized University Student Organizations are defined as:

- 1) a group of currently enrolled students who have registered with the Student Affairs Student Government or Student Organizations' Center for Student Involvement Office and adhere to the membership requirements. Registered Student Organizations must complete the TAP process.
- 2) a college based organization of currently enrolled students, with a common interest which is consistent with the aims and goals of the college. College organization membership may also include faculty and staff members from the college. These groups are recognized by the Dean and/or the Provost of their respective college, but they are not required to register with the Student Government/Student Organizations Center for Student Involvement advisors.
- 3) a group of currently enrolled students recognized as a student department organization. These groups are recognized by an official campus department and have a UCSD faculty or staff advisor within the same department. For example, the Triton Athlete Council is a group of student athletes with an Athletic Department advisor.

These policies and procedures will apply to all categories of registered student, college and department organizations.

### **RESERVATIONS**

It is the policy of the Sports Facilities Office to serve the students at UC San Diego first and foremost. This is accomplished by giving priority for activities to Intercollegiate Athletics and Campus Recreation. During the hours when the facilities are not in use by students programs in these units, they may be made available to others, including faculty and staff, from the campus community and outside UC San Diego. Priority will be given to registered student sponsored programs and activities. Events which are offered to UC San Diego students and are sports-related and educational in nature will be given priority.

Only the principal members of the student organization are allowed to book events on behalf of the organization. Sports Facilities will verify principal members through the appropriate Advisor (i.e. Center for Student Involvement Office, college dean, or ASUCSD). All reservations **MUST** be made in writing on our forms, although we will be glad to discuss availability over the phone or through email. The Sports Facilities Office is open Monday-through Friday, 8:00 a.m. – 4:30 p.m. and located at the 4<sup>th</sup> Floor of

RIMAC Building, or reach us through our website <http://sportsfac.ucsd.edu>. Descriptions of the Sports Facilities with additional information are available through our office and website.

No organization shall reserve space on behalf of another group (with the exception of the UC San Diego Conference Services Office – per advance agreement with this office). Groups may not sell, sublease or transfer their reservation.

Once the facility and event staffing are determined to be available, the event will be put on “hold” status. The Sports Facilities Office will provide an “EMS reservation number” to the principal member to initiate event planning and verification of event with appropriate Advisor. Larger events will require at least four weeks advance approval from Sports Facilities.

Center for Student Involvement (CSI) organizations are required to initiate the Triton Activities Planner (TAP) event form located at <http://TAP.ucsd.edu>. Information must be entered into TAP at minimum three weeks in advance of the event. Final event approval is required two weeks in advance of event. Please do not enter your event into the TAP system until you have a confirmed reservation with the Sports Facilities Office.

Nature of the Event - The Sports Facilities Director reserves the authority to approve events based on the level of risk and the suitability of the facility to the proposed event.

## **CHARGES**

Based on the event planning information, an estimate of expenses will be provided to the principal member. It is highly recommended that the student organization continues to work closely with their Advisor for further budget and event assistance.

Charges for use of facilities include (and are not limited to) personnel for set-up, field lining, clean-up, security, production, event supervision and other event support needs. Additional costs for equipment rental (i.e. tables, chairs, trash cans, stage pieces, canopies, sound system, etc.), damages and operational overhead may apply. The rental rates will be set by this office with the approval of the UC San Diego Recharge Rate Committee and will be adjusted at least annually. Only the direct costs and overtime for student and non-full time event personnel, utilities and equipment rental will be charged. Billing will be accomplished through the campus “recharge” system.

## **Damages**

Organization is encouraged to participate in a pre-event inspection of the facility. Organization shall reimburse the University for any damage occurring to the facility or equipment as a result of this event. The University reserves the right to repair said damages and charge the cost of the repair(s) to the organization

Free Use of Sports Facilities - Provided there is no admission, entry or registration fee - an individual student organization may use all available sports facilities for up to four consecutive hours per event at no rental cost. If more than four consecutive hours are needed for the same event, then the individual student organization may use up to half of each type of available sports facility, for up to two consecutive days. Fees apply for additional staffing, event staffing, extraordinary set-up or clean-up, equipment needs or damages. Utility costs will be assessed for field lights and arena events.

Additional guidelines:

- No more than two consecutive weeks of the same day and hours may be booked in the same type of facility
- Only up to four bookings are allowed at a time, regardless of type of sports facility
- To maintain open recreation: One facility of each type (one tennis court, field, basketball court) will be kept available for open recreation use during the academic year (interim periods, holidays and summer breaks are excluded).

Events with Admission, Entry or Registration Charges – Rental fees will be charged to student organizations that charge an admission, entry and/or registration fee. The rental fee will be based on the published reduced student organization rate versus 7% of the total admission/entry and registration fees, whichever is greater.

Additional guidelines:

- No more than two consecutive weeks of the same day and hours may be booked in the same facility
- Only up to four bookings are allowed at a time, regardless of type of sports facility
- To maintain open recreation: One facility of each type (one tennis court, field, basketball court) will be kept available for open recreation use during the academic year (interim periods, holidays and summer breaks are excluded).

The principal members of the organization are responsible for the behavior of its guests, employees, patrons, contractors and other agents.

## **CHANGES**

We are aware that occasionally there is a necessity for a change of pre-arranged reservations once a group has arrived on campus and the event has begun. The Sports Facilities Office will work diligently to accommodate these changes, providing the user with a written copy of the agreed-upon changes and a projection of any changes in cost. Any charges associated with the changes made-- i.e. staff support, supplies-- will be incorporated into the final bill reflecting actual costs. It is the responsibility of the user of the facilities to minimize these changes, bearing in mind that there are often multiple users in many facilities, all of whom must be accommodated.

### Situations Beyond the Control of the University

The University reserves the right to cancel, postpone, change reservations, or modify the extent of its obligations without liability in the event of an emergency, utility interruption, threat of imminent danger or acts of nature. Examples are, and are not limited to: earthquakes, civil disorder, fire, or other unforeseen occurrences beyond the control of the University.

Inclement weather may affect the use of outdoor facilities. Our office reserves the right to determine the playability of athletic fields based on water saturation level. Expenses incurred in advance of the rain call may apply – for example, field lining (personnel and cost of field lining paint) that is completed on a Friday, however a rain-out occurs on the Saturday day of event. We will work diligently to accommodate changes to pre-arranged reservations effected by such occurrences.

### **ADVANCE PUBLICITY**

Publicity should not be released until the event is approved by University. Advertising shall not indicate or infer University sponsorship or event endorsement of any kind. The student organization agrees to abide by the following restrictions of the use of the University's name: Use of the name "University of California-San Diego" or acronym "UCSD" or any similar term which identifies the University of California will always be preceded by the words "to be held at". All publications must state, in 10 point minimum print size, that the event is not sponsored or endorsed by the University of California

### **LIABILITY INSURANCE**

Student organizations are generally covered by the University's general liability insurance when the event is closed to its University students, faculty and staff members only. The sponsoring organization is required to obtain general liability insurance for events that are open to the public (attended by persons who are not faculty, staff or students of the University of California). Under normal circumstances, Campus Risk Management requires "policy or policies of insurance against the perils of bodily injury and property damage" with certificate requirements as follows:

- A certificate of insurance with "The Regents of The University of California" as Certificate Holder. See table below for details.
- Workers' Compensation Coverage
- A separate endorsement naming "The Regents of The University of California" as additional insured (i.e. CG 20 26 or CG 20 24 or comparable)

	Aquatic Events	Other Events
General aggregate	\$3,000,000	\$2,000,000

	Aquatic Events	Other Events
(bodily injury/property damage)		
Personal and advertising injury	\$1,000,000	\$1,000,000
Each occurrence	\$1,000,000	\$1,000,000
Auto liability – Each occurrence	\$1,000,000	\$1,000,000

Special Events liability insurance is available for purchase to those organizations or individuals who do not currently have such coverage. A premium is charged on a daily basis, including liquor liability (if required). Arrangements for sponsorship for the event and insurance should be made through the Sports Facilities Office.

In order to secure the requested date(s) for the event, proof of insurance and sponsorship should be submitted to this office at least 15 to 30 days in advance (depending on size and type of event). **Please be advised that we reserve the right to cancel an event if the aforementioned insurance certificate and separate endorsement form are not submitted and approved by the University in advance.**

Liability waiver forms - Student organizations are advised to have all participants sign and agree to an appropriate liability waiver that specifically excludes the University, the sponsoring organization, its officers and members from responsibility for incidents or injuries that may arise as a result of the event. The approved liability waiver form can be found at <http://www.ucop.edu/riskmgt/documents/waiverfacuse.pdf>

If you have questions regarding insurance coverage or the liability waiver forms, please contact UC San Diego Risk Management at (858) 534-3820, or seek further assistance from your Advisor.

### **EVENT SUPERVISION**

In most cases, student sports and educational events will not require additional clean-up services, particularly if food and beverages are not served and the organization agrees to complete trash pick-up and clean-up at the end of the event. All other events, regardless of size, will require the assignment of a clean-up crew by the Sports Facilities Office. There is a minimum cleaning charge to all users, typically ranging from \$55-\$200, depending on the facility used. In addition, the users will be assessed for damages.

Depending on the nature of the event and the facility rented, the assignment of an Event Supervisor is often necessary for events. The supervisor will be hired by this office and will arrange and oversee the set-up and clean-up of the event. He/She will be available for emergencies and is also the contact person for all last minute arrangements. The fee for the supervisor is \$17-\$22 per hour depending on the size and nature of the event.

## **FOOD AND BEVERAGE SERVICE**

Events planned by on-campus groups/organizations are subject to the UCSD Policy 510-1, Section XIII - Consumption of Alcoholic and/or Malt Beverages. Adherence to this policy is mandatory; a copy is available in the Sports Facilities Office. We reserve the right to be the exclusive seller of all food and beverages (concessions), and will retain 100% of all proceeds and gross revenue from those sales. Organizations are not permitted to sell, authorize the sale, or distribution of any food and beverages, to include the resale of donated food and beverage products.

We can assist you in making arrangements with the campus catering service. Catering is permitted by licensed caterers with health certificates. All servers shall possess food handler permits. Off-campus caterers must meet additional insurance requirements and must be approved in advance by this office. A cleaning deposit will be required of any off-campus caterers. The University reserves the right to see copies of the certificates or permits. Catered food and beverage is not to be sold on site. In the interest of public health and safety guidelines, it is acknowledged that there is no on-site kitchen or food preparation area available to Organization.

## **MERCHANDISING AND SPONSORSHIP PRODUCTS**

No sales, authorization of sales, or distribution of merchandise, or special services are allowed without prior written approval from the Sports Facilities Office. A commission of 20% of gross revenue, plus applicable sales tax, for merchandise sold by Organization or vendors authorized by Organization, will apply. The Sports Facilities Concessions Manager will perform a beginning and ending inventory of merchandise. Settlement will be completed at the end of the event in CASH.

Written requests must be made for the distribution of sponsorship products and merchandise at least two weeks in advance of the event. Products and merchandise must be in a form of a sample or giveaway and cannot be sold for profit. Resale of donated items is not allowed.