

Summary

Thank you for your interest in renting space from the University of South Alabama Department of Campus Recreation and Wellness (DCRW). This document outlines various policies and procedures that our Department uses to determine availability for space. It is our intent to be consistent regarding facility use, rental fees, and costs associated with hosting events. This guidelines are subject to change by the Assistant Director of Campus Recreation and Wellness, Facilities; and the Director of Campus Recreation and Wellness.

General policies for the Student Recreation Center and all outdoor facilities within our Department are guided by our Department Handbook [found here](#).

University policy regarding sponsorship and hosting of events can be [found here](#).

General Use – Student Organizations & USA Departments

- Space reserved for Recognized Student Organizations (RSOs) and University Departments is intended for currently enrolled students and/or currently employed faculty/staff members.
- USA Students or faculty/staff members may be asked to present a valid Jag Card or Employee ID for admittance to indoor facilities.
- Participation by non-USA students, non-faculty/staff members, or non-members of the Student Recreation Center (SRC) will have additional costs associated with rental areas.
- All rental groups are responsible for the behavior of their participants and guests and will be held liable for any personal injury or damage or theft to University property.
- DCRW reserves the right to dismiss any individual if their behavior jeopardizes the safety and well-being of others within the facility.
- Organized/group activities must be approved in advance by DCRW or will be subject to the discretion of on-duty management. Use of facilities for paid instructional purposes or coaching is prohibited except for recognized DCRW programs.

General Use – Student Organizations & USA Departments continued

- Groups are responsible for any damage which occurs as a result of improper behavior or misuse of equipment/facilities during the event. Group will be billed for costs associated with any special cleaning or maintenance required from damages.
- Groups are responsible for ensuring trash is disposed of properly upon conclusion of the event or additional fees will be charged.
- Additional needs must be discussed prior to events. There may be an additional charge for this equipment.
- Only submitted requests will be considered. Drop-in and phone reservations are not accepted.
- DCRW reserves the right to reschedule or cancel any reserved space when warranted (maintenance, weather, etc.).
- Groups that misuse facilities or violate policies of USA or DCRW will result in the loss of scheduling privileges.
- Except service animals, no animals are permitted at any DCRW facility.

Food Use – Student Organizations & USA Departments

- Aramark has exclusive catering rights to the University. Aramark may, at its sole discretion, provide written permission to organization/individual to bring their own food and/or beverages provided it is not catered by a third party.
- In the event Aramark allows a sponsor to bring food and/or beverages not catered by Dining Services, the sponsor will be responsible for and will hold harmless and indemnify the University, its officers, trustees, servants and assigns, from any and all liability resulting from the serving of such food and/or beverage. Alcoholic beverages are not allowed in the Student Recreation Center or any DCRW facility.