



Policy on Use of Recreation Facilities by Officially Recognized University Student Organizations

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 the Center for Student Involvement (CSI) 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 Recreation Events Scheduling Office is to serve the students at UC San Diego first and foremost. This is accomplished by giving priority for activities to Intercollegiate Athletics and Recreation. During the hours when the facilities are not in use by student 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. The Recreation Events Scheduling Office will verify principal members through the appropriate Advisor (i.e. Center for Student Involvement Office,

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college dean, or ASUCSD). All reservations MUST be submitted using the online request process. We will be glad to discuss availability over the phone or through email if preferred. The Recreation Events Scheduling Office is open Monday through Friday, 8:00 a.m. – 4:30 p.m. and is located on the 4th Floor of RIMAC, or reach us through our website. Descriptions of the Recreation facilities with additional information are also available through our website <http://recreation.ucsd.edu>.

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 Recreation Events Scheduling Office will provide an “EMS reservation number” to the principal member who will initiate event planning and verification of event with the appropriate Advisor. Larger events will require at least four weeks advance approval from Recreation Events Scheduling.

Center for Student Involvement (CSI) organizations are required to initiate the Triton Activities Planner (TAP) Information, and must be entered into TAP a minimum of three weeks in advance of the event. The principle member of the group is responsible for entering the event on the Triton Activities Planner (TAP) website and for making sure that all the information is correct. 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 (EMS#) with the Recreation Events Scheduling.

Once the TAP form is complete and correct then the event can be approved and confirmed.

The link to the Triton Activity Planner website is <http://tap.ucsd.edu/portal/>

Food & beverages are permitted, with approved EH&S module in TAP form, but selling of any food/beverages are not allowed.

Nature of the Event - The Recreation 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. Typical billing will be accomplished through the campus “recharge” system, using the TAP Process.

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 Facilities

There is no rental charge for Recreation Facilities. However, fees apply for additional event staffing, extraordinary set-up or clean-up, equipment needs or damages.

Only up to four bookings are allowed at a time, regardless of type of sports facility

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 Recreation Events Scheduling 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. Please review the TAP Module for Student Event Insurance. 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 (bodily injury/property damage)	\$3,000,000	\$2,000,000
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 our 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/riskmgmt/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. There is a minimum cleaning charge to all users typically a 4-hour minimum call time, 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 minimum fee for the supervisor is \$20 per hour, and may change depending on the size and nature of the event.

FOOD AND BEVERAGE SERVICE

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 this office. 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.