Campus Recreation and Wellness facilities are primarily for the use of University of Houston-Clear Lake students, faculty and staff. The guidelines below describe the process needed to reserve a facility and provide other important information regarding event services, reservations, and facility rentals.

We support the mission of UHCL regarding space usage for Campus Recreation and Wellness programming as well as renting our facilities to UHCL and the outside community. We are committed to building meaningful relationships with the UHCL community through respectful, helpful, cooperative and courteous delivery of services. With a welcoming environment, excellent and inclusive customer service and an efficient reservation process, we create a simplified method for planning and executing events within CRW facilities.

Please read the following guidelines before requesting a facility with Campus Recreation and Wellness. After reviewing the policies, please use the Facility Request Form to submit your reservation. All requests are processed on a priority and first-come, first-served basis.

**GENERAL RESERVATION GUIDELINES**

CRW facilities are primarily used for programs, events, and services that further the mission of our department. After the facility needs of CRW are met, the determination of priority level will be made by the CRW staff. To best meet the diverse needs of the university community and to maximize utilization of CRW facilities, a priority system will be adhered to for all reservation requests. Note that examples given are not all-inclusive.

**Level 1**
- Complex, annual events that impact the entire university and require coordination with the overall university calendar and extensive advanced planning such as new student orientations, Weeks of Welcome activities, Career Fairs, and other events as approved by...

**Level 2**
- Complex events coordinated by a registered student organization or university department that require substantial advanced planning such as major activities related to...
- Complex events coordinated by non-university entities that require substantial advanced planning and have been approved by a UHCL department or Campus Recreation and Wellness administration.

**Level 3**
- All other events, meetings and rehearsals coordinated by registered student organizations.

**Level 4**
- All other events coordinated by university departments or university affiliated groups.

**Level 5**
- All other events coordinated by groups or individuals that are not associated with the UHCL.

All reservations must be made online through the department website: [www.uhcl.edu/campusrecreation](http://www.uhcl.edu/campusrecreation)

**Campus Recreation and Wellness Operating Hours**

The building hours for CRWC are:
- **RWC Normal Hours of Operation (starts 8/27/18)**
  - Mondays: Open 6:00 a.m., Close 11:00 p.m.
  - Tuesdays: Open 6:00 a.m., Close 11:00 p.m.
  - Wednesdays: Open 6:00 a.m., Close 11:00 p.m.
- Thursdays: Open 6:00 a.m., Close 11:00 p.m.
- Fridays: Open 6:00 a.m., Close 6:00 p.m.
- Saturdays: Open 10:00 a.m., Close 6:00 p.m.
- Sundays: Open 12:00 p.m., Close 6:00 p.m.

- RWC Summer/Break 2018 Hours of Operation
  - Mondays: Open 7:00 a.m., Close 9:00 p.m.
  - Tuesdays: Open 7:00 a.m., Close 9:00 p.m.
  - Wednesdays: Open 7:00 a.m., Close 9:00 p.m.
  - Thursdays: Open 7:00 a.m., Close 9:00 p.m.
  - Fridays: Open 7:00 a.m., Close 6:00 p.m.
  - Saturdays: Open 10:00 a.m., Close 6:00 p.m.
  - Sundays: Open CLOSED

- Outdoor Recreational Facilities Normal Hours of Operation
  - Daily: Open 7:00 a.m., Close 12:00 a.m.

Building hours are subject to change during holidays and break periods and will be posted online at www.uhcl.edu/campusrecreation

**Deadlines for Reservations**

In order to allow sufficient time for the planning of your event, requests for space should be based on the following minimum advanced notice:

- Tabling – Submit request at least 1 week prior to the event.
- Conference Room – Submit request at least 1 week prior to the event.
- Multipurpose Rooms, Basketball Courts, MAC Court, Outdoor Fields – Submit request at least 3 weeks prior to the event.

**Special Event hosted outside of normal operating Hours**

Groups may hold special events on Friday, Saturday and Sunday evenings. Most facility spaces are typically occupied during the week with Campus Recreation and Wellness programs such as open recreation, intramural sports and sport club practices. Facility rental fees, staff wage recovery, and other charges can be charged to ALL groups for events that require coverage outside of normal operating hours.

**Group Categories**

Fees charged for the use of CRW facilities and services are determined in part by the type of group or organization requesting space and the type of event being held. Please read the following definitions carefully to determine the appropriate category for your group. Note that examples given are not all inclusive. The final determination of group and event type will be made by the CRW staff. Please be sure that all information provided is accurate, as misrepresentations may result in an adjustment of related fees and/or the loss of reservation privileges for space with CRW.

- **Registered Student Organization**: Any meeting or event sponsored by a student organization that is registered with the Student Life Office
  - Examples: Student organization weekly meetings; student conferences; student performances; guest speakers; banquets
- **University Department (Level I)**: Any meeting or event coordinated by a UHCL department where no funds are collected in the form of admissions, registration, or donations.
  - Examples: Departmental meetings, awards ceremonies, training sessions, and guest lecturers
- **University Department (Level II)**: Any meeting or event coordinated by a UHCL department where a ticket, registration, conference, admission, vendor, or similar fee is charged or a donation is requested from participants or vendors.
  - Examples: State/regional/national conferences; donor recognition banquets; luncheons; sporting tournament/event
• **Non-university**: Any meeting or event coordinated by a for-profit or non-profit group that is not associated with UHCL, or an individual requesting space for private use.
  o Examples: High school events; corporate dinners or receptions; fundraisers; etc.

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**RENTAL POLICIES**

1. UHCL and Campus Recreation and Wellness are not liable for any charges incurred by the group reserving the facility, injury to participants or any one hired for the event by the group reserving the facility.
2. Insurance may be required in accordance with UHCL guidelines.
3. Approved events must start and end within the agreed upon contracted dates and times.
   a. Groups whose events start early or finish after contracted times will be assessed additional rental charges.
4. Non-CRW sponsored events may not collect fees and/or donations from UHCL students to participate in events held in the Campus Recreation and Wellness Center facilities.
5. Pets, with the exception of service animals, are not permitted within our facilities.
6. Alcohol is not permitted within RWC without approval UHCL administration.
7. The use of any tobacco products is not permitted in accordance with the University's Tobacco-Free policy.
8. Use, possession, display, or storage by any individual or group of any firearms, knives or other weapons, explosive devices, pyrotechnic devices or fireworks is prohibited on all land and buildings owned, leased, or under the control of the University of Houston-Clear Lake.
9. Parking is only permitted in designated parking areas. Motorized vehicles (such as mini-bikes and scooters), skateboards, and skates are restricted to main roads and designated areas in accordance with UHCL guidelines.
10. The sale of food and beverages is not permitted within RWC lobby area without approval from Chartwells and EHS. Food is not allowed beyond the Welcome Desk Access point.
11. Any puncturing or breaking of ground, such as staked tents or sign installation, requires a permit from Facility Services and Construction (FMC).
12. Reservations are for the contracted site in its current condition.
   a. Any additions to the space, such as decorations, signage and/or materials used to adhere, must be pre-approved by Campus Recreation and Wellness.
   b. Decorations for events are restricted to the area that is reserved by the group and must be pre-approved by the Campus Recreation and Wellness.
   c. Decorations must be hung with non-damaging materials such as painters tape, twine or zip ties.
   d. Confetti or glitter are not permitted inside Campus Recreation and Wellness facilities.
13. Operational charges may be assessed as determined by Campus Recreation and Wellness for the following:
   a. Staffing
   b. Equipment
   c. Lighting
   d. Technology
   e. Event Set-up/Break-down
14. Service Charges
   a. Security Deposit
      i. Non-UHCL organizations are subject to a non-refundable security deposit before their reservation will be confirmed.
      ii. This amount is included in the overall cost of hosting an event.
   b. Cancellation/No Show
      i. Given the high demand for space at the RWC, the cancellation and no-show policy is designed to maximize utilization of space by discouraging non-use of reserved space. It is important to cancel any reserved room(s) that will not be used as soon as possible so that those spaces may be made available to other groups. Cancellations must be made in writing by submitting a cancellation form via the CRW website. Reservable spaces are monitored for attendance and
use, and all no shows are recorded by the CRW staff. Repeated no shows and/or late cancellations may result in the suspension of reservation privileges for CRWC facilities.

ii. Conference Room & Tabling – must be cancelled by 12:00 noon the day before the event (12:00 noon on Friday for events occurring Saturday, Sunday, or Monday).
   1. First and Second Offense
      a. A warning email will be sent to the offending organization after each offense.
      b. Subject to a cancellation fee equal to actual rental rate.
   2. Third Offense
      a. Subject to a cancellation fee equal to actual rental rate or $35 for areas with no rental charges.
      b. All remaining CRW reservations for the current semester will be cancelled.
      c. Organization will be placed on probation for the following (non-summer) semester.

iii. Multipurpose Rooms, Basketball Courts and MAC – must be cancelled at least three weeks in advance of the event date.
   1. First Offense
      a. Subject to a cancellation fee equal to actual rental rate or $45 for areas with no rental charges.
   2. Second Offense
      a. Subject to a cancellation fee equal to actual rental rate or $45 for areas with no rental charges.
      b. All remaining CRW reservations for the current semester will be cancelled.
      c. Organization will be placed on probation for the following (non-summer) semester.

iv. Appeals to have reservation privileges reinstated will be reviewed by the Campus Recreation and Wellness administration.
   c. Damage/Cleaning
      i. Damage to the facility and/or equipment will result in the cost of repairs and/or replacement charged to the member or group reserving the facilities.
      ii. A cleaning charge will be assessed to the member or group reserving the facilities and/or equipment, if not properly cleaned or returned to its proper place.

15. Failure to pay charges will result in the following:
   a. Students – charges will be placed on the student’s UHCL account.
   b. Non-students – unpaid charges will be submitted to a collection agency and the user will be responsible for all collection fees.
   c. Forfeiture of the privilege to reserve facilities and services until the invoice is paid.

16. Campus Recreation and Wellness reserves the right to amend, refuse, or cancel rental requests.

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**HOW TO REQUEST A CRW FACILITY**

1. **Step 1**
   a. Complete the online Facility Reservation Request form
   b. Form must be submitted via email to campusrecreation@uhcl.edu

2. **Step 2**
   a. A confirmation will be emailed to you and will be accompanied by an invoice which will include the cost of the rental, conditions of use for the facility, and list of supporting documentation needed for the rental.

3. **Step 3**
   a. A phone call or face-to-face meeting will be scheduled to discuss the event(s) in more detail.
Note: please see appendix for facility reservation request form.

RESERVATION CONSIDERATIONS

1. Event Scheduling
   a. The requestor (user) is responsible for all damages caused to any facility, its components and/or campus grounds.
   b. Reservations for facilities will be accepted up to three months in advance. Those events requesting utilization of multipurpose rooms and Multiactivity courts will be scheduled only after the first week of classes for the respective semester. CRW will always have priority over events.
   c. Requests by telephone will not be accepted.
   d. All payments (deposit or otherwise) must be paid by credit card, check or money order made out to UHCL Campus Recreation and Wellness.
   e. All internal and external organizations reserving the University’s facilities must submit a copy of their setup to CRW at least 5 working days before the scheduled event. Setups will not be guaranteed to be completed if setup diagrams are not submitted in time.
   f. In order to schedule events on campus, a completed Facility Request form must be submitted a minimum of three weeks prior to the date of the event. When scheduling the use of the conference room, a completed Facility Request form must be submitted a minimum of one-week prior to the date of the event.

2. Adjustment to Reservation Times
   a. Events ending earlier than the scheduled reservation time will be charged the full rental and staffing fee per the facility reservation agreement.
   b. Events exceeding the scheduled reservation time will incur additional rental and staffing fees beyond what is listed in the facility reservation agreement. Events exceeding the reserved time may be ceased at any moment to ensure following scheduled events are not impacted.
   c. Events that are impacted due to inclement weather as determined by Campus Recreation and Wellness staff may be eligible to receive a fee adjustment.

3. Certificate of Insurance
   a. If a Certificate of Insurance is required; the Certificate must be filed with UHCL Environmental Health & Safety, North Office Annex I, 2700 Bay Area Blvd, Box 362, Houston, TX 77058-1002 at least ten (10) business days prior to the event. The group must show proof of insurance before the event occurs. Groups failing to file this certificate, when required, will result in the cancellation of their event.
   b. Groups may have a general liability insurance policy that covers the group’s activities. Groups should ensure the coverage is accurate to the size of the groups and the activities they are requesting/presenting. These policies are not specific to Campus Rec and Wellness facilities or the event held at these facilities.
   c. Insurance requirements - $100,000, $500,000, $1,000,000

4. ADA Regulations
   a. CRW provides reasonable accommodations and aims to remove structural barriers to the provision of goods and services for all persons with disabilities. All CRW facilities are ADA compliant, however, if you need specific additional accommodations for your requested spaces, please include this information in your reservation request form.
      i. Individuals requiring specific accommodations may complete the accommodation request must contact Campus Recreation administration.
   b. The UHCL allows the use of trained service animals by individuals with disabilities in all public areas at the university. Service animals are defined by the U.S. Department of Justice, Civil Rights Division, as dogs or miniature horses trained to do work or perform tasks for a person with a disability.

5. Co-Sponsorships and Fronting
a. Groups are not to reserve space for events which they are not directly organizing, sponsoring, financially responsible for, actively involved in, and onsite for the entirety of the event.
b. University groups shall not use their privileges for access to CRW spaces and services inappropriately to “front” access for non-university groups.
   i. Instances of “fronting” will result in an adjustment of all related fees to the appropriate rate category. “Fronting” may result in cancellation of the event and loss of future reservation privileges with CRW.
c. CRW reserves the right to make final decisions on all reservation of spaces, services, and pricing.

6. Decorations & Equipment
   a. Decorations for events require pre-approval by Campus Recreation and Wellness. They are the responsibility of the applicant and must be restricted to the area reserved by the group.
   b. All equipment, decorations, etc. provided by the group must be removed immediately following the event. Additional charges may be applied to your group if removal of items or extensive cleaning by CRW staff is required. Campus Recreation and Wellness’ staff is only responsible for setting up and breaking down its own equipment, such as tables, chairs and trash containers.
   c. Set up and dismantling of equipment or decorations must not disrupt public use of the facilities including exits and walkways.
   d. Restrictions - Attachment of materials or objects to the surface of the wood panels and/or drywall is restricted as follows. This includes the use of adhesives and mechanical fasteners.
      i. Exhibits may be suspended from the recessed wood trim above the paneling, provided that any projections on the back side of the exhibit(s) (screws, hooks, metal frames, etc.) are cushioned so that they do not mar the wood or the finish.
      ii. Any displays improperly supported are subject to confiscation pending receipt of full restitution for damages incurred.
      iii. All suspension materials must be completely removed at the same time the exhibit materials are removed.
      iv. Electrical devices and/or moisture-laden materials will not be permitted in conjunction with exhibits along the wood paneled walls.
      v. Size and weight of the exhibits must be considered because of the relatively soft wall material. Adhesives or other materials which cannot be completely removed from the painted wall surface without use of abrasives or otherwise damaging paint are strictly prohibited.
      vi. Exhibits (including handbills and notices) posted on stairwell doors are strictly prohibited.
      vii. Freestanding exhibits and furniture shall not be placed as to impede the orderly flow of traffic throughout the corridors, and in no case shall objects be placed to restrict emergency exit paths. Objects so placed are subject to relocation. Corridors are emergency exit routes and shall not be restricted.
      viii. No object shall be fastened to the floor, and supports shall be so constructed as to prevent damage to flooring or covering materials both while in place, and when being moved. Supports and displayed materials must be stable so they are not easily tipped over or otherwise hazardous to passers-by.
      ix. ADA requirements, which give special consideration to physically impaired or disabled persons or children, must be adhered to in the placement of all exhibits.
      x. No materials shall be suspended from ceilings or light fixtures. Suspended materials will be permitted only when supported from structural parts of the building independent from the ceilings and lights as arranged and approved in advance with the Scheduling and Space Planning Office. Suspended materials shall in no case impede the orderly flow of traffic through corridors and shall not be lower than 7’2” at their lowest point.
      xi. Decorations must be hung with non-damaging materials such as painters tape, twine, or zip ties. All signage must be free standing and cannot puncture ground.
      xii. Balloon tower or archway are permitted, provided that they are secured by a tether and weighted. They should be removed immediately following the event. Independent balloons are not permitted the facility.
xiii. Strobe lights may be used during an event as long as signage is posted at the entrance doors warning participants about the lighting effects used during the performance.

xiv. If in an outdoor area, amplifying devices may be used with prior approval and may not disturb other groups. Any county noise ordinances in place should be followed. The lease holder shall assume all responsibilities for noise levels of their participants.

xv. Bubbles, fog, mist, or bird seed may be used in outdoor areas only.

e. Prohibited
   i. Attaching items to any walls, doors, windows, etc. with use of staples, nails, tacks, or any tape other than painters tape.
   ii. Confetti, glitter, rice, or decoration sprinkles.
   iii. Attachments to the ceiling or any light fixtures.
   iv. Fireworks, candles, or open flame of any kind.

7. Due to safety considerations and resulting damage to surfaces, information and publicity posters for UHCL should be displayed in designated areas in the building only. These designated areas are located throughout each floor.

   a. The following actions are specifically prohibited:
      i. Using tacks, nails, staples or tape on building walls or doors.
      ii. Placing placards and posters on sidewalks, benches, driveways, trash receptacles, fences or buildings.
      iii. Using chalk or any other writing material on sidewalks, benches, driveways, trash receptacles, fences or buildings.
      iv. Placing posters on shrubbery.

   b. All items to be posted must be approved by Campus Recreation and Wellness staff; the approval is good for 30 days. Student Life will designate the appropriate bulletin boards to be used. It is the responsibility of the posting individual, organization and/or department to remove posters or notices. Custodial services may be used to remove materials, and all labor costs may be charged to the appropriate group.

8. Public Display of Art Work and Exhibits

   a. UHCL will strive to provide for the continued use of the public areas of buildings for the enrichment of the University community by allowing the use of public corridors for the display of art work, exhibits, and information. The purpose of corridors as circulation and access ways as well as emergency exit paths shall be the primary factor in the location of any exhibit. The content and quality of artwork will be determined by the appropriate Faculty Committee, and is not a consideration of these procedures. Printed materials shall be approved by the Student Life office or the appropriate Academic office before posting.

   b. Public display of non-University affiliated exhibits will be considered on a case by case basis and only in conjunction with an approved event.

9. Staffing

   a. Staffing requirements will be determined by CRW and will be outlined in the facility rental agreement.

   b. CRW has first rights to providing staffing for events including sports tournaments and group fitness classes.

   c. Custodial Support
      i. Community and/or private events will require custodial and/or grounds support.
      ii. Custodial support is required during and after every special event. Special events includes performances, seminars, etc. All the facilities used must be cleaned upon completion of each event.

<table>
<thead>
<tr>
<th>Staff (per staff)</th>
<th>4-hour minimum rate</th>
<th>Hour rate after 4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodians</td>
<td>$ 130.00</td>
<td>$ 31.50</td>
</tr>
<tr>
<td>University Police Officers</td>
<td>$ 150.00</td>
<td>$ 37.00</td>
</tr>
<tr>
<td>Sound Technician</td>
<td>$ 96.00</td>
<td>$ 24.00</td>
</tr>
<tr>
<td>Maintenance</td>
<td>$ 150.00</td>
<td>$ 37.00</td>
</tr>
</tbody>
</table>
10. Lost & Found
   a. Lost and found items should be turned in to a CRW team member. CRW staff is not responsible for items left unattended and/or lost or stolen items.
   b. Found items will be kept in inventory for a maximum of three weeks. Lost and found inventory cannot be discussed via phone or email; all inquiries for lost items must be done in-person.

11. Sales
   a. The sales of T-shirts, buttons, hats, etc. are allowed only if the item is personalized for the event or student organization. Any commercial items not directly related to organization or event may not be sold, including:
      i. Product sales such as magazines, clothes, CD’s or software etc.
      ii. Bake (or any food) sales, homemade novelties, or garage sales of donated items

12. Fundraising
   a. All funds raised through on-campus fundraising efforts must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.). Fundraiser ideas not listed below must be approved by Student Life Office.
   b. Approved Fundraising Activities on Campus:
      i. Penny Voting
      ii. Silent Auctions
      iii. T-shirt, button, hat, etc., sales (ONLY if item is personalized for event or student organization)
      iv. Collection of dues for student membership (for non SG-funded organizations only)
      v. 3-5K Run or Walk
      vi. Walkathon
      vii. Face tattoos or painting (organization must work w/ the University Athletic Association if for an athletic event)
      viii. Photos w/ famous people (UHCL faculty, sports figures, president)
      ix. Dunking booths
   c. Fundraising Activities NOT Allowed on Campus:
      i. Raffles or gambling
      ii. Bake (or any food) sales – unless it is for charitable purposes
      iii. Flea Markets
      iv. Car Bashes
      v. Date Auctions
      vi. Food Eating or Drinking Contests
      vii. Live Animals or Petting Zoos
      viii. Slip-n-slide or homemade novelties
      ix. Haircutting (except of Locks of Love done by the Reitz Union Hair Company)
      x. Makeovers
      xi. Credit card, telephone card, or discount card sales
      xii. Product sales such as magazines, clothes, or software, etc. (any commercial items not directly related to organization or event)
      xiii. Garage sales w/ donated items

13. Minors
   a. All University of Houston-Clear Lake-affiliated programs or events engaging minors under Campus Programs for Minors Training and Tracking.

14. Tabling
   a. All tabling requests must be approved by the Assistant Director of Campus Recreation and Wellness team.
   b. Tabling locations at CRW typically include the lobby and plaza areas.

15. Parking
   a. Parking on UHCL campus is not included in this contract to use facilities. Parking arrangements at an additional cost must be arranged through the UHCL Parking Department. Failure to make these arrangements may result in the citations for you and your guests. To make arrangements for parking, contact the Parking Department at 281-283-CARS (2277).
16. Elevated Loading Dock  
   a. The RWC does NOT have an elevated loading dock, so any use of equipment involving a delivery truck needs to make arrangements.  
   b. There is a loading dock drive for delivery access which enters in to the main gym area.  
   c. Events which will require the loading or unloading of heavy equipment on wheeled carts can be required to provide Masonite or some type of floor protection so as to not damage the flooring in the RWC.  

17. Food & Beverage  
   a. Food, beverages, gum, etc. are prohibited in the Campus Recreation and Wellness Center.  
   b. The following guidelines were created in accordance with the Texas Department of Health’s Food rules.  
   c. The Texas Department of Health allows groups to sell food goods without a commercial license provided:  
      i. The food was made in a private home (homemade—not bought from a commercial establishment). The food goods you can buy (public goods) are not intended for resale, and you must have a license to sell commercial goods.  
      ii. The proceeds are for a charitable cause (not for private gain). Student Groups that are registered as non-profit organizations are deemed to be charitable by the Texas Department of State Health Services.  
      iii. Bake sale items are generally limited to items such as cookies, candies, cakes, donuts, or other finger food items.  
      iv. Items must be individually wrapped for sanitary and safe food handling purposes.  
      v. Items may not contain spoilable ingredients or those with high moisture content such as cream cheese, whipped cream or fruit toppings, etc. (that require temperature control). If you need these then you will need to a temporary food permit through Environmental Health & Safety.  
      vi. Keep in mind personal hygiene and cleanliness in food wares when preparing and bagging baked goods to prevent food poisoning and spreading germs.  
      vii. Chartwells has a contract with UHCL for the rights to sell food, confections and beverages on campus. Coffee, juice and soft drinks may not be sold during hours when CHARTWELLS® is open. However, these items may be given away with the purchase of baked goods. Similar to baked goods, spoilable beverages (such as fruit juice or milk needing refrigeration) may not be dispensed, unless bought and provided in sealed single serving containers.  
      viii. Bake Sales conducted by Student groups are approved and scheduled with the Student Life Office. Contact their office for more detail.  
      ix. Bake Sales conducted by Faculty/Staff groups will need an email notification sent to EH&S/Risk Management Department with the group name, date, time, and purpose. The email notification acknowledges they will adhere to these guidelines.  
   d. The Environmental Health & Safety office of Risk Management Department offers permits and guidelines for various events on campus relating to food and the use of fire (typically for food purposes). Below is a summary of what is needed for the different events and groups.  
      i. Bake Sale  
         1. Bake sales do not need a permit from the office of Environmental Health and Safety, but groups must follow the new bake sale guidelines and applicable information below.  
         2. The Texas Department of State Health Services’ regulations allow folks to sell food goods without a commercial license (for food vendors) provided:  
            a. They were not made in a commercial establishment (must have a license to resell goods and the places where you can buy goods are not intended for resale), and  
            b. The proceeds are for a charitable cause (not for private gain).  
         3. Bake sale goods may not contain spoilable ingredients or those with high moisture content such as cream cheese, whipped cream or fruit toppings, etc. (that require temperature control). If spoilable ingredients are needed, see the Food Permit section below
e. **Student groups:** Student organizations are required to coordinate their bake sales through the student life office, so notification is not required with EH&S. Student Groups that are registered as non-profit organizations are deemed to be charitable by the Texas Department of State Health Services.

f. **Faculty/Staff Groups:** Need to notify EH&S by email whenever they host a bake sale or other food related fundraiser. A simple email with the group name, date, time, and purpose will suffice. We need groups to be informed of the guidelines, and the email notification of the fundraiser is an acknowledgement they will adhere to the guidelines. This includes for example Valentine’s candy sales, food related raffle items, etc.

g. **Temporal Food & Special Events Permit**

   i. Selling and distributing (give away for free) spoilable ingredients foods (items with high moisture content, or requiring hot/cold temperature control) requires a food permit.

   ii. This applies both to Students and Faculty/Staff groups.

   iii. This permit addresses flames used for food heating and authorizes the group to cook food onsite (if needed). It also addresses candles and other special events related flames. With this revision, a separate hot work permit is no longer required for food or special event related flames.

   iv. If food is commercially prepared and will utilize flames for temperature control, or the group will be serving it, they will need this permit.

18. **Campus Dining and Distribution of Alcoholic Beverages (CHARTWELLS) 281-283-2650**

   a. Our onsite caterer, CHARTWELLS, operates the University dining facilities. All events must use CHARTWELLS for catering and alcohol services. No outside caterer is allowed, unless given permission by CHARTWELLS. The provision of food service to non-University groups during normal service hours shall be accomplished at the discretion of the University and the Campus Dining contractor. All requests for food services from Campus Dining Services must be scheduled through the Campus Dining contractor at least 10 working days prior to the date of the event.

   b. Beer and wine may be offered for sale only by Campus Dining, CHARTWELLS (alcoholic beverage licensee) and only in specific areas. Any proposed distribution of beer and/or wine by student organizations must be approved by the Senior Vice President and Provost. All student organizations are subject to Student Life Policies for Alcoholic Beverage Distribution (page 18, section 3). Any proposed distribution of beer and/or wine by faculty/staff or community groups must be reviewed and approved by the appropriate Vice President. The University Police Department has the exclusive right to schedule police officers to be present during those events service alcoholic beverages.

   c. The University does not permit any BYOL (Bring Your Own Liquor) events. Questions regarding food and/or alcoholic beverage distribution should be directed to either the Director of Campus Dining (281-283-2650) or the Associate Vice President for Student Services (281-283-3000).

   d. For all events sponsored by student organizations, the responsibility of ushering, controlling food, drink, and gum, and generally assuring the appropriate conduct of those in attendance, will rest with the sponsoring group.

19. **Delta Facilities**

   a. Reservations for use of all fields will be accepted up to six months in advance of the requested event date; however, University intramural events and university sponsored club events will take precedence in the scheduling of all fields. As a result, those reservations made by outside groups will be adjusted after the start of each school session.

   b. If two groups agree to occupy one field at the same time, they must notify the CRW in writing. Upon this occurrence, costs for the use of the field will be equally divided and adjusted between the two user groups.

20. **Signage**

   a. Temporary signage directing participants to or promoting a scheduled event should comply with university logo, nomenclature and other communication guidelines and must be approved by and coordinated with CRW at least two weeks, prior to the date of the event.

   b. Approved temporary signage may be put up no sooner than one day (24 hours) before the scheduled event and must be removed no later than four hours after the end of the scheduled event.
c. Signage remaining after this specified duration may be removed by CRW and stored for up to two weeks, during which time the owner may pick up the signs. After the two-week storage period, unclaimed signage will be discarded. No guarantees will be made regarding the condition of the signs.

   d. More than three failures to remove signage within the designated timeframe may result in disapproval of future signage.

RESERVATIONS & RENTAL RATES

PLEASE NOTE THAT THE UNIVERSITY OF HOUSTON-CLEAR LAKE MAY, AT ANYTIME, MODIFY THIS PRICE LIST WITHOUT ADVANCE NOTICE.

All organizations, both University and non-University (with the exception of official Academic courses) will be charged a fee based on the attached fee schedule. Non-University groups must make full payment in advance as follows:

- The completed contract must be returned within 10 days of tentatively scheduled event or the event will be dropped.
- The deposit must accompany the paperwork (by check, money order, credit or online) to CRW. Receipt of the completed form and deposit assures the event will be scheduled.
- CRW will notify the client of the estimated charges.
- Should it become necessary to cancel use of the facility, two weeks advance notice is required in order to receive the full deposit. Should cancellation occur less than two weeks, the scheduled event shall receive no refund.
- An invoice will be sent out for the total cost minus the deposit within 20 days after event.
- Events that are scheduled and then cancelled due to inclement weather will be refunded their full deposit.

The University of Houston-Clear Lake charges for the use of its facilities according to an established fee schedule. Fees are based on the type of facility being requested, duration of use, and operational overhead (e.g.: personnel, services, etc.). Returned Check Fee: All checks returned due to insufficient funds will be given a $20 fee. The University will charge for the use of its facilities according to an established fee schedule. Fees are based on the type of facility being requested, duration of use, and operational overhead (e.g.: personnel, services, etc.).

Facilities & Field Space – Rental Fees (per hour)

<table>
<thead>
<tr>
<th>FACILITY RENTAL</th>
<th>UNIVERSITY (LEVEL 2)</th>
<th>NON-UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>RWC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courts (Basketball, Soccer)</td>
<td>$40 ($400-All Day)</td>
<td>$60 ($600-All Day)</td>
</tr>
<tr>
<td>Multipurpose Room</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$20</td>
<td>$30</td>
</tr>
<tr>
<td>RWC Field</td>
<td>$30</td>
<td>$50</td>
</tr>
<tr>
<td>Lobby, Plazas, Front &amp; Backyards</td>
<td>$20</td>
<td>$25</td>
</tr>
<tr>
<td>Delta Fields &amp; Courts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>Tennis Court</td>
<td>$5</td>
<td>$10</td>
</tr>
<tr>
<td>Basketball Court</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>Delta Complex</td>
<td>$75</td>
<td>$150</td>
</tr>
<tr>
<td>Light Charge</td>
<td>$40</td>
<td>$40</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs (per chair) – max of 60 chairs</td>
<td>$1</td>
<td>$2</td>
</tr>
<tr>
<td>6’ Tables (per table) – max of 20 tables</td>
<td>$3</td>
<td>$6</td>
</tr>
</tbody>
</table>

Maintenance Staff Fees
<table>
<thead>
<tr>
<th>Field Lining</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Field</td>
<td>$270</td>
<td>$270</td>
</tr>
<tr>
<td>Facility Clean-up</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Facility Set-up (does not include materials costs – The facility setup charge is for any type of setup that is necessary to run the event – tables, chairs, volleyball nets, etc.)</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>OM/OA staff member cost</td>
<td>$12/staff member</td>
<td>$12/staff member</td>
</tr>
</tbody>
</table>

APPENDIX

A: Facility Reservation Request Form

Facility Details

Outdoor Facilities:
Delta Field
Delta Tennis Courts
  - Court 1
  - Court 2
  - Court 3
  - Court 4
Delta Basketball Courts
  - Court 1
  - Court 2
CRWC Outdoor Fitness Space
CRWC Field
CRWC West Plaza (STEM Side)
CRWC East Plaza (Student Parking Side)
CRWC Backyard (STEM Side)
CRWC Front yard (Student Parking Side)
CRWC Indoor Facilities:
  - Lobby/Shared Common Area
  - Conference Room
  - Multipurpose Rooms
    - Room 1
    - Room 2
Basketball Courts
  - Court 1 (VB, Badminton)
  - Court 2 (VB, Badminton)
Multi-activity Court (MAC)

Group Details

Group Type:
Registered Student Organization
Student Organization
UHCL Department
Non-UHCL Affiliated Group
Name of group requesting facility: _____________________________________________
Contact Name: ______________________________________________________________
Contact Email Address: _________________________________________________________
Contact Phone Number: ________________________________________________________
Event Details

Event Name: _________________________________________________
Event Type:
Meeting
Concert
Field Day
Sports Activity
Fitness Activity
Conference
Sports Camp
Other, _______________________________________

Event Description (Please be as detailed as possible, including intended field or facility use, equipment/items that will be used on the field or space, etc.) _____________________________________________________________

Event Date & Time (including three options for each):
Option 1
Option 2
Option 3

Anticipated Number of Participants: _______

In this a recurring event throughout the semester? Yes/No
If yes, how frequently? _________________________________

Will children/minors be participating in your event?
If yes, have you completed the Campus Program for minors? Yes/No
If no, please go the link and complete the training

Additional Information

Is everyone participating in your event a UHCL student, faculty/staff or affiliated with the university? Yes/No

Food Served: Yes/No

Catering services provided by:
Campus Dining Services
Brown Bag Lunch
Outside Catering Donated/Purchased (Permit Required)
Org. Dept. (Permit Required)

What time will you serve food? ______________________________

Beverages served:
N/A
Water
Coffee/Tea
Soda punch juice

Alcohol served:
Yes
No

If alcohol served, Vice President Approval: ___________________________ Date: ___________________________

Police Chief Notification Date: _________________________________

Animal permit obtained:
Food/Special Events Permit Obtained (takes two weeks to get this approval):
Yes  
No  
N/A  

Comments or setup:
________________________________________________________________________________________

Special Accommodation Statement:  Internal Users: Any individual who requires a special accommodation to take advantage of or participate in this program should contact the UHCL ADA Coordinator at 281-283-2648 at least one week prior to the program date to arrange for the accommodation. I certify that this information will be included on all publicity announcements for the event scheduled.
Signature: ________________________

External Users: Your organization is required to provide and fund reasonable accommodations to enable disabled persons to take advantage of or participate in this program, if such accommodations are requested. Your organization is also responsible to publicize the availability of reasonable accommodation in all publically announcements for your event. For assistance in arranging reasonable accommodations or composing acceptable publicity you may contact the UHCL ADA Coordinator at 281-283-2648 as early as possible, but no later than 2 weeks prior to the program date. I certify that the information about the availability of reasonable accommodations of persons with disability will be included in all publicity announcements for the event scheduled.
Signature: ________________________

On behalf of (name of organization) _____________________________________ I certify that I have read the Policy for Use of University Facilities and that we agree to abide by it fully. We hereby accept responsibility for any injury to any individual or for the loss or injury to property of any individual incurred in relation to the events listed above. In addition to the foregoing, we hereby accept responsibility for payment of fees indicated and understand that we may be billed for additional fees as a result of unforeseen circumstances related to the named event. Returned check fee of $20 for any checks returned for non-payment or due to insufficient funds.
Requestor Signature: ________________________ date: _________________

B: Special Events and Facility Use Agreement Contract

Thank you for hosting your event with the Department of Campus Recreation and Wellness. We look forward to working with you. Below is a confirmation for your event. If you have any questions regarding this information, please feel free to contact us at any time.

Name: ________________________ Contact: ________________________
Event Name: ________________________ Group Name: ________________________
Facility: ________________________ Date: _________________ Time: _________________

As a representative of your organization, you are agreeing to the following guidelines:

GENERAL GUIDELINES
  o You agree to pay CRW for any charged services.
  o You will adhere to ALL general CRW facility reservation and facility specific policies.
  o Staffing may be required as determined by the Department of Campus Recreation and Wellness. A per hour fee will be charged for staff.
- Any damages to the facility and/or failure to adhere to cleaning policies will result in a charge to the responsible group for the cost of repairs and/or clean-up.
- All non-CRW members are able to attend your event, but must pay for a $10 guest pass, and sign a waiver unless informed otherwise.
- You must vacate the facility (including all trash and equipment) by the end of your scheduled reservation time.
- Insurance may be required in accordance with UHCL guidelines.

The following items and activities are prohibited:
- Use of any of the equipment in the Activity Rooms unless using Group Fitness Services
- Use of the sound system in the Activity Rooms unless using Group Fitness Services
- Collection of money within any facility space. This includes donations and the selling of any tangible items or services.
- Marketing within or immediately outside CRWC via fliers or any other use of signage.
- Pets (Except Service Animals. An animal whose sole function is to provide comfort or emotional support does not qualify as a service animal under the ADA, and is considered a pet.)
- Alcohol
- Glass containers
- Tobacco products
- Bicycles
- Roller-blades
- Skateboards
- Weapons
- Permanent fixtures added

**CANCELLATION POLICY**

Event cancellations must be submitted **48 hours** prior to the event to avoid complications. To cancel your event, email campusrecreation@uhcl.edu with your name, facility requested, date and time of event and the reserving group’s name. Event charges are not eligible for refunds.

The Department of Campus Recreation and Wellness and UHCL are not liable for any charges incurred by the group reserving the facility, injury to participants or anyone hired for the event by the group reserving the facility. Failure to follow the guidelines outlined above will result in the group either being asked to vacate the premises immediately or forfeiting its privilege to reserve facilities in the future.

By signing this contract below, you are agreeing to the following statement:

**I understand the parameters of this contract and accept the responsibility of the above guidelines as a representative for my organization.**

Print Name: __________________________
Signature: ___________________________ Date: __________