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*Recreation and Wellness Center photographed by Bill Timmerman, 2018*

UHCL Recreation and Wellness Center (photograph by Bill Timmerman, 2018)

Designed by [SmithGroup](#); Principal Designer [Clint Menefee](#)

[Athletic Business Magazine](#) Facility of Merit for 2019

[NIRSA](#) Outstanding Sports Facility for 2019.

[The Chicago Athenaeum](#), American Architecture Award, 2019

## Rentals and Reservations Staff and Contact Information

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# Departmental Guiding Principles

## Departmental Mission Statement

The Department of Campus Recreation and Wellness creates educationally purposeful experiences through outstanding facilities, programs, and services that inspire University of Houston-Clear Lake students and community towards lifelong healthy habits to improve their overall wellbeing.

## Departmental Vision Statement

Engaged Hawks soaring in health and happiness.

## Departmental Service Statement

We create an inclusive and safe community through engagement, education, and empowerment.

## Departmental Values

- Promote **safety** through good stewardship and sound risk management practices.
- Embrace **diversity** through inclusion and social involvement.
- Foster **leadership development** through experiential opportunities and transformative learning.
- Encourage **excellence** through high standards and personal accountability.
- Instill **integrity** through teamwork and building trust.
- Build **community** through meaningful relationships and positivity.
- Encourage **holistic wellness** through education and engagement.

## Rentals and Reservations Disclaimer

UHCL and Campus Recreation and Wellness (CRW) are not liable for any charges incurred by the group reserving the facility, injury to the participants or any one hired for the event by the group reserving the facility. Approved events must start and end within the agreed upon contracted dates and times, including set-up, take down, and removal of all items used for the event. Groups whose events start early or finish after contracted times will be assessed additional rental charges.

## General RWC Usage and Prioritization

Campus Recreation and Wellness facilities are primarily for the use of University of Houston-Clear Lake students and non-student members. The guidelines below describe how to submit a reservation request 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, 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.

## Administrative Fee for Rental/Reservation Request

All rental or reservation requests from non-Registered Student Organization entities will require an administrative fee of \$50 which is non-refundable and non-transferable. This fee will be due prior to the initial meeting to discuss your event. This administrative fee covers the cost of the event management staff in pre-

event planning, logistics as well as up to 60 minutes worth of pre-event meetings. Any additional pre-event meetings requested after that 60 minutes will accrue a charge of \$20/meeting. All additional pre-event meetings beyond 60 minutes will be added to the final invoice.

## How to Make A Reservation

The Recreation and Wellness Center reserves the right to alter, cancel, or deny any reservations or rentals that conflict with the purpose of our facility or space or put an undue burden on our students and non-student members for participation in health and wellness programming.

1. To begin a reservation request, please complete the [Reservation Interest Form](#) on our website.
2. A member of our reservations team will contact you within three (3) business days to discuss the request in detail and schedule an initial meeting and provide the payment information for the \$50 administrative fee. The administration fee is due prior to the initial meeting and is payable through [RWConnect](#).
3. An initial meeting will be scheduled based on your availability to discuss the details of your request. The email for this initial meeting will include payment instructions for the \$50 administrative fee. If the administrative fee is not paid by the date/time of the initial meeting, the meeting will be cancelled until payment is received.
4. Initial meeting discussions will allow you to provide more details about your specific event and allow our staff to cover event equipment/supplies, event layout, parking, facility access, set-up and take-down times needed, and staffing requirements. Our staff will also provide alternative options for events based on our experience and our facility capabilities.
5. Following the initial meeting, you will receive a confirmation email outlining the details of the reservation, including all required paperwork, quotes and floor plans associated with the request.
6. All reserving groups must sign a Memorandum of Understanding outlining all responsibilities and financial obligations that must be completed and signed by all parties. This will be included in the confirmation email. Requesting groups that are unaffiliated with UHCL must also submit a Certificate of Insurance.

## RWC Rental Space Pricing

Campus Recreation and Wellness sets the fees and costs and has the authority to change fees for reservation needs. Fees are based on the type of space being requested, duration of use, and operational overhead (personnel, services, etc.). **All events that require set-up and take down will have added space and labor costs based on the time needed to complete set-up and take down. Those times and staffing needs are determined by Campus Recreation and Wellness administration and will be included with the quote for rental. Renting groups can provide assistance in setting up and taking down events to minimize charged staffing needs.**

**Student Organization Fees:** For basic requests from Student Organizations, no charges will be applied unless the request involves extended use of specific spaces, impacts the normal usage of facilities, or involves comprehensive setup and breakdown requiring additional staffing needs.

## RWC Indoor Spaces and Fees

Rec Center Facility Space	Registered Student Organization	UHCL Department or Affiliated Program	Non-UHCL Entity
Full Basketball Court (2)	Hourly: \$20/court Daily: \$120/court	Hourly: \$40/court Daily: \$240/court	Hourly: \$60/court Daily: \$360/court
Half Basketball Court (4)	Hourly: \$10/court Daily: \$60/court	Hourly: \$20/court Daily: \$120/court	Hourly: \$30/court Daily: \$180/court
MAC Court (1)	Hourly: \$20/court Daily: \$120/court	Hourly: \$40/court Daily: \$240/court	Hourly: \$60/court Daily: \$360/court
Multi-Purpose Room (2)	Hourly: \$10/room Daily: \$60/room	Hourly: \$30/room Daily: \$180/room	Hourly: \$50/room Daily: \$300/room
Conference Room (1)	Free if available	Hourly: \$15 Daily: \$90	Hourly: \$25 Daily: \$150
RWC Lobby*	Free for tabling Not reservable for event	Hourly: \$20/space Daily: \$120/space	Hourly: \$25/space Daily: \$150/space
Rec Center Event Staff (set-up, take-down) **	Determined by request	\$12/hour/staff member	\$12/hour/staff member

\* - The RWC lobby cannot be closed off to thru-traffic during RWC operating hours.

\*\* - RWC staff are determined at the discretion of the Department and take into consideration event set-up and take down support from the renting party. Event management staff is required during all events to assist with any issues or needs throughout the event.

## RWC Outdoor Spaces and Fees

Outdoor Space and Services	Registered Student Organization	UHCL Department or Affiliated Program	Non-UHCL Entity
The Backyard or Front Yard	Determined by request	Hourly: \$20/space Daily: \$120/space	Hourly: \$25/space Daily: \$150/space
East or West Plaza	Determined by request	Hourly: \$20/space Daily: \$120/space	Hourly: \$25/space Daily: \$150/space
Delta Field (1)	Determined by request	Hourly: \$40 Daily: \$240	Hourly: \$60 Daily: \$360

Outdoor Space and Services	Registered Student Organization	UHCL Department or Affiliated Program	Non-UHCL Entity
Half of Delta Field (2)	Determined by request	Hourly: \$20 Daily: \$120	Hourly: \$30 Daily: \$180
Delta Tennis Courts (4)	Determined by request	Hourly: \$10/court Daily: \$60/court	Hourly: \$20/court Daily: \$120/court
Delta Outdoor Basketball Courts (2)	Determined by request	Hourly: \$10/court Daily: \$60/court	Hourly: \$20/court Daily: \$120/court
Delta Complex (field, tennis, and BB courts)	Determined by request	Hourly: \$60 Daily: \$360	Hourly: \$80 Daily: \$480
Rec Field (not available until Fall 2021)	Determined by request	Hourly: \$40/field Daily: \$240/field	Hourly: \$60/field Daily: \$360/field
Light charge	Determined by request	\$10/hour	\$10/hour
Field Lining (includes staff cost, equipment and supplies cost)	\$75/hour (Two-hour minimum)	\$100/hour (Two-hour minimum)	\$125/hour (Two-hour minimum)
Rec Center Event Staff (set-up, take-down)	Determined by request	\$12/hour/staff member	\$12/hour/staff member

## Equipment Rental/Replacement Pricing

### Tables, Chairs & Indoor Equipment

All space reservations come with 10 6' tables and 20 folding chairs at no additional cost. Any requests for tables and chairs beyond that quantity will accrue additional costs per unit. All table usage comes with access to table clothes at no additional cost. Use of table clothes for tables rented from a 3<sup>rd</sup> party will require a charge.

Item Name	Quantity Available	Unit Rental Cost	Replacement Cost per Unit
Folding Chairs	160	\$2/chair	\$20/chair
5' Tables	14	\$5/table (includes table cloth)	\$50/table
6' Tables	46	\$5/table (includes table cloth)	\$50/table



<b>Tables</b> (71" rounds)	50	\$5/table (includes table cloth)	\$75/table
<b>Cocktail Tables</b> Seating or standing height	20	\$5/table (includes table cloth)	\$75/table
<b>Table Cloths</b> (72" round tables)	65	\$2/table cloth (waived if using RWC tables)	\$20/table cloth
<b>Table Cloths</b> (6' rectangle, blue)	30	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
<b>Table Cloths</b> (6' rectangle, green)	30	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
<b>Table Cloths</b> (6' rectangle, black)	20	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
<b>Table Cloths</b> (cocktail, black)	20	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
<b>Plastic Table covers</b> (rolls)	As needed	\$30/roll	N/A
<b>Pipe and Drape System</b> (up to 16 sections, section = 2 poles, 1 cross beam, and four drapes)	1	\$10/section	\$100/pole \$50/drape
<b>Podium</b> Silver Piped or Solid Stained Wood Options	1 each	\$25	\$500
<b>Portable Stage *</b> (2 or 6 sections, includes stairs and stage skirt; the two stages are not compatible with each other)	2	\$50	\$400/section
<b>Stanchions</b>	18	\$2/stanchion	\$50/stanchion
<b>Floor Covering System**</b>	2	No charge for the floor covering system and usage is determined at the discretion of Campus Recreation and Wellness Administration	
<b>Floor Covering Seam Tape</b>	N/A	\$25/roll	N/A

\*- there are two separate stage options available, a two-section and a 6-section. The two stages are not compatible with each other. One stage is six (6) sections, each section is 8' by 4' and can be set up as a large rectangle of 16' long by 12' deep. The second stage is only two sections can each section is 8' by 4' and be set up as a square 8' x 8'. Each stage has one set of stairs (not compatible with each stage) and table skirts.

\*\* - Floor coverings for the basketball courts or MAC gym are available and must be used at the discretion of the Department of Campus Recreation and Wellness. The only cost associated with the floor covering system without taping the seams is the additional 20-30 minutes of set-up staff time needed to lay the system out and the 60-90 minutes to remove after the event and the cost of seam tape needed to secure the seams of the flooring.



## Audio/Visual Equipment

Item Name	Quantity Available	Unit Rental Cost	Replacement Cost per Unit
<b>Black Lights</b> Bar lights and bucket lights	4 bar lights 4 bucket lights	\$2/unit	\$40/unit
<b>Extension Cords</b>	12	\$0	\$15
<b>Power Strips</b>	12	\$0	\$10
<b>Portable Speaker System</b>	2	\$25	\$1,500
<b>Black Lights</b> Bar lights and bucket lights	4 bar lights 4 bucket lights	\$2/unit	\$40/unit
<b>Lights</b> Wall-washer light bar	2	\$2/unit	\$100
<b>Lights</b> Ground or Up-lights Multicolor options	24	\$2/unit	\$50/unit
<b>Portable Indoor Projector Screen</b> 150"	1	\$25	\$200
<b>Portable Projector</b> Indoor or outdoor	1	\$25	\$3,500
<b>String/Rope Lights</b> White	12	\$2/unit	\$15/string
<b>Indoor Projector System</b> (included built-in projector and drop-down screen)	1	\$25	n/a
<b>Indoor In-House Sound System</b>	1	\$0	n/a

## Outdoor Event Equipment

Item Name	Quantity Available	Unit Rental Cost	Replacement Cost per Unit
<b>Outdoor Movie Theater</b> (includes screen, projector & sound system)	1	\$200  Four-hour maximum. Required 5 RWC staff for 4 hours.	\$25,000
<b>Non-logo Tents</b> 10'x10' Pop-up	2	\$15/event or day	\$150
<b>UHCL Logo Tents</b> 10'x10' Pop-up	6	\$15/event or day	Frame only: \$750 Entire tent: \$1,000
<b>UHCL Logo Tents</b> 10'x15' Pop-up	4	\$20/event or day	Frame only: \$1,250 Entire Tent: \$1,500

## Miscellaneous Equipment and Supplies

Item Name	Quantity Available	UHCL Rental Cost	Replacement Cost per Unit
<b>Blue Painters Tape</b> Only tape allowed in the facility	N/A	\$10/roll	N/A
<b>Clear Drink Dispenser for Infused Water</b>	2	\$5	\$25
<b>Clipboards</b>	12 regular size 8 small	\$5/as many as needed	\$5/clipboard
<b>Dry Erase Markers</b>	12	\$5	\$0
<b>Easels</b>	4	\$5	\$25
<b>Floor Display Stands (4')</b> (holds 22x28 displays)	6	\$5	\$100
<b>Paper Pad (large)</b>	6	\$5	\$0
<b>Rolling Cart</b>	4	\$0	\$150
<b>Sandwich Display Stands</b> (holds 24x36 posters)	3	\$5	\$100
<b>Sharpies</b>	12	\$5	\$0
<b>Stanchion Displays</b> (hold 8.5"x11" flyers)	6	\$5	\$25
<b>Team Building Activities</b>	N/A	Varies	Varies
<b>Trash Cans (60 gallon)</b>	6	\$0	\$50
<b>Water Cooler (small)</b>	4	\$5	\$50
<b>Water Cooler (medium)</b>	1	\$5	\$75
<b>Water Cooler (large)</b>	2	\$5	\$100
<b>Wristbands (assorted colors)</b>	As needed	Determined by need	N/A
<b>Zip Ties</b>	N/A	\$15/bag	N/A

## Sports and Recreation Equipment

Item Name	Quantity Available	Rental Cost	Replacement Cost per Unit
<b>Badminton Rackets</b>	10	\$5/racket	\$30
<b>Basketballs (Men's)</b>	12	\$5/ball	\$50
<b>Basketballs (Women's)</b>	4	\$5/ball	\$50
<b>Basketballs (Outdoor)</b>	6	\$5/ball	\$50
<b>Can Jam Set</b> (Set=two targets, two frisbees)	2	\$5/set	\$50/set
<b>Cones</b>	40	\$5/dozen	\$5/set
<b>Giant Connect 4</b>	1	\$5	\$75
<b>Cornhole Game Set</b> (set=2 boards+8 bags)	2	\$5/set	\$250/board sets \$50/bag sets
<b>Dodgeballs (Small)</b> (set=12)	18	\$5/set	\$10/ball
<b>Flag Belts</b> (set=dozen)	4	\$5/set	\$10/flag belt
<b>Crossnet Volleyball</b> (Four Square Volleyball)	1	\$5/set	\$150
<b>Footballs</b>	6	\$5/ball	\$50/ball
<b>Football Field Markers</b>	2	\$5/set	\$100/set
<b>Football Throwing Target</b>	1	\$5/set	\$75
<b>Giant Connect Four</b>	1	\$5/set	\$50
<b>Giant Jenga Set</b>	2	\$5/set	\$50
<b>Hula Hoop Set</b> (set of 12)	16	\$5/set	\$10/set
<b>Human Size Pong</b> (12 22-gallon trash cans, 2 VBs)	1	\$5/set	\$25/Trash Can \$25/volleyball
<b>Indoor Soccer Balls</b>	6	\$5/ball	\$50/ball
<b>Outdoor Soccer Balls</b>	16	\$5/ball	\$25/ball
<b>Kickball Ball Set</b> (included balls and bases)	3	\$5/set	\$25/ball
<b>Mesh Jerseys</b> (set=dozen)	8	\$5/set	\$50/set
<b>Portable Scoreboard</b> (battery powered available)	2	\$5/board	\$250/scoreboard
<b>Tennis Rackets</b>	12	\$5/racket	\$40/racket
<b>Tennis Balls by the can</b>	As needed	\$10/can of 3 tennis balls	N/A

(3 balls/can)			
<b>Throwdown Bases</b>	4	\$5/set	\$50/set
<b>Volleyballs (Indoor)</b>	8	\$5/ball	\$30/ball
<b>Volleyballs (Outdoor)</b>	6	\$5/ball	\$30/ball
<b>Washer Boards</b> (set=2 boards, 6 washers)	2	\$5/set	\$150/set
<b>Wiffleball Game Set</b> (wiffleballs, bats)	2	\$5/set	\$25/set

### Other UHCL Staff Costs

Some events require additional UHCL staffing and any fees associated with those needs are at the expense of the renting/reserving party and will be included in the initial quote and final invoice will reflect the final cost.

Other UHCL Staff	4-hour minimum rate	Hourly Rate after 4 Hours
Custodial Staff	\$130/staff	\$31.50/hour/staff
UHCL police Officers	\$150/officer	\$37/hour/staff

### RWC Space Capacities

The space capacities below do not reflect the updated capacities required based on COVID-19 protocols. A CRW reservations staff member will try to accommodate your request based on the approved COVID-19 capacities.

Location	Dimensions	Total Area	Capacity Standing Only	Capacity with Chairs Only	Capacity with Tables & Chairs
<b>Basketball Court 1 &amp; 2</b>	95 ft x 60 ft	5700 ft <sup>2</sup> per court	600 per court (1,200 total)	300 per court (600 total)	250 per court (500 total)
<b>Conference Room</b>	27 ft x 13 ft	351 ft <sup>2</sup>	n/a	n/a	18
<b>Lobby</b>	66 ft x 47 ft	3,102 ft <sup>2</sup>	250	150	100
<b>MAC Gym</b>	90 ft x 55 ft	4,950 ft <sup>2</sup>	300	200	100
<b>Multipurpose Room 1 &amp; 2</b>	37 ft x 31 ft	1,147 ft <sup>2</sup>	45	35	25
<b>Track</b>	n/a	5,190 ft <sup>2</sup>	300	250	200
<b>East Balcony</b>	n/a	n/a	30	25	20

<b>West Balcony</b>	n/a	n/a	20	15	15
<b>East Plaza</b>	n/a	n/a	N/A	N/A	N/A
<b>West Plaza</b>	n/a	n/a	N/A	N/A	N/A
<b>The Backyard</b>	n/a	n/a	300	250	200

## Organizational 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 the example given are not all inclusive. The final determination of group and event type will be made by the CRW staff.

### Registered Student Organization (RSO)

- Any meeting or event sponsored by a student organization that is registered with the Student Involvement and Leadership Office.
- RSO events that impact the normal usage of facility space, require comprehensive setup or breakdown, or involve multiple staffers for event coverage will revert to the University fee schedule for charges.
- Events that take place outside of normal operating hours of Campus Recreation and Wellness facilities will revert to the University fee schedule for charges.
- Examples:
  - Events where payment will more than likely not be charged: Student organization weekly meetings; tabling in the lobby or a plaza, organization sporting activity during normal hours of operation
  - Events where payment will more than likely will be charged: student conference; student performance; guest speakers; banquets, any events after hours of the RWC, any event requiring significant space that will impact the normal usage of the RWC.
- Any additional staffing needs for event set-up or take-down will be included on a quote for any confirmed events.

### UHCL Department Or UHCL-Affiliated Program

- Any meeting or event coordinated by a UHCL department or a UHCL-affiliated group.
- All UHCL departments will need to provide Campus Recreation and Wellness with their cost center information for invoicing purposes.
- Examples: Departmental meetings, awards ceremonies, training sessions, and guest lecturers

### Non-UHCL Entity

- 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.
- Examples: Birthday parties, sports leagues, high school events; corporate dinners or receptions; fundraisers; etc.

## Co-Sponsorship & Fronting

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.

University groups shall not use their privileges for access to CRW spaces and services inappropriately to “front” access for non-university groups. 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.

## Decorations & Equipment

Decorations for events require pre-approval by Campus Recreation and Wellness administration. Any decorations or equipment needs are the responsibility of the reserving party and are restricted to the area reserved by the group. Set up and take down of equipment or decorations must not disrupt public use of the facilities including exits and walkways.

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.

## Restrictions on Decorations and Other Items Within The RWC

Attachments 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:

- 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 mark the wood or the finish.
- Exhibits (including handbills and notices) posted on walls, windows, doors, mirrors, equipment, columns, or any other surface are strictly prohibited without prior approval from CRW administration.
- Freestanding exhibits and furniture shall not be placed as to impede the orderly flow of traffic throughout the space, and in no case shall objects be placed to restrict emergency exit paths.
- 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.
- ADA requirements, which give special consideration to physically impaired or disabled persons must be adhered to in the placement of all exhibits.
- 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. 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.
- 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 the ground.
- Balloon towers or archways are permitted, provided that they are secured by a tether and weighted. Independent balloons are not permitted inside the facility.

- 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 event.
- If in an outdoor area, amplifying devices may be used with prior approval and may not disturb other groups. All UHCL outdoor sound policies must be adhered to during the event. The reserving party shall assume all responsibilities for noise levels of their participants.
- Bubbles, fog, mist or bird seed may be used in outdoor areas only.

### Prohibited Items Within the RWC

- Attaching items to any walls, doors, windows, etc. with the use of staples, nails, tacks, or any tape other than painters' tape.
- Adhesives or other materials which cannot be completely removed from the wall surface without use of abrasives or otherwise damaging paint are strictly prohibited.
- Confetti, glitter, rice, or decoration sprinkles.
- Any items with damp or wet paint.
- Attachments to the ceiling or any light fixtures.
- Fireworks, candles, or open flame of any kind.
- Open flames without an approved [Open Flame Permit](#).
- Untethered balloons.
- Any items which create moisture or could cause any floor surfaces to become damp or wet.
- 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.

### Food & Beverages

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 Center unless otherwise specified in the reservation request form and approved by Campus Recreation and Wellness.

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 Facilities Management and Construction, Scheduling Office, which can be contacted through email at [scheduling@uhcl.edu](mailto:scheduling@uhcl.edu). Any events involving alcohol must also be approved by the UHCL President, Dr. Ira Blake and require UHCL police officers to be hired for the event at the expense of the reserving party.

**Temporary Food Permit Policies & Procedures:** <https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/documents/temporary-food-permit-procedures.pdf>

**Food Service Waiver Authorization Form:** <https://www.uhcl.edu/about/administrative-offices/procurement-payables/documents/food-service-waiver-request-authorization-form.pdf>



## Promotional Materials

All items to be posted must be approved by Campus Recreation and Wellness staff. The approval is good for 30 days. Any materials the requesting party would like posted in the RWC must be provided to Campus Recreation Administration and our staff will add those promotional display areas.

The Student Involvement and Leadership office must approve any promotional materials displayed outside of the RWC. Their office is located in SSCB 1204 and can be contacted by phone at 281-283-2560 or through email at [getinvolved@uhcl.edu](mailto:getinvolved@uhcl.edu). The Student Involvement and Leadership office will designate the appropriate bulletin boards to be used for promoting events throughout campus.

Any request by a 3<sup>rd</sup> party to send any informational or promotional emails to the UHCL campus must be provided to Campus Recreation and Wellness no later than two weeks prior to the requested email send date. All emails must be reviewed and approved by multiple individuals for final approval. Any email requests submitted inside of two weeks will not be approved.

### Campus Recreation and Wellness Printing Support

- Any printing requests from Campus Recreation and Wellness must be submitted no later than one week from the event date. Inside of one week, no printing support will be approved.
- Posters and banners can be printed on campus through the [Print Support Services Office](#). The pricing for those services is [found on their website](#).
- All flyers, posters and banners can also be printed by non-UHCL companies and supplies for promotional purposes at the discretion of the client.
- Campus Recreation and Wellness can print posters or banners in-house if needed.
  - Sizes of posters/banners can be 24" wide by as long as needed.
  - Posters/banners can be printed on two different types of paper:
    - Doubleweight Matte Paper
    - Professional Matte Canvas, 420sm, Poly-Cotton
  - Printing charges are as follows:

Printing Support Charges	UHCL Student Organization, Department or Program	Non-UHCL Entities
8.5" x 11" Flyers – White paper, Black and White copy	Single Sided: \$0.10/copy	Single Sided: \$0.20/copy
	Double Sided: \$0.20/copy	Double Sided: \$0.40/copy
8.5" x 11" Flyers – Full Color	Single Sided: \$0.15/copy	Single Sided: \$0.25/copy
	Double Sided: \$0.30/copy	Double Sided: \$0.50/copy
Poster 24" x 18-24"	Doubleweight Matte Paper: \$17.50	Doubleweight Matte Paper: \$25
	Professional Matte Canvas: \$25.00	Professional Matte Canvas: \$35
Poster 24" x 28-32"	Doubleweight Matte Paper: \$35	Doubleweight Matte Paper: \$45
	Professional Matte Canvas: \$45	Professional Matte Canvas: \$55

Banner 24" by 36-48"	Doubleweight Matte Paper: \$50	Doubleweight Matte Paper: \$60
	Professional Matte Canvas: \$60	Professional Matte Canvas: \$70
Banner 24" up 49-72"	Doubleweight Matte Paper: \$70	Doubleweight Matte Paper: \$80
	Professional Matte Canvas: \$80	Professional Matte Canvas: \$90

## Reservation Adjustments

Campus Recreation and Wellness reserves the right to amend, refuse, or cancel rental requests for any reason at any time. Any refunds or administrative charges for an alteration or cancellation of a reservation will be handled on a case-by-case basis as quickly as possible.

Events ending earlier than the scheduled reservation time will be charged the full rental and staffing fee per the facility reservation agreement. 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. Events that are impacted due to inclement weather as determined by Campus Recreation and Wellness staff may be eligible to receive a fee adjustment.

**ALL RESERVATION ADJUSTMENTS MUST BE SUBMITTED AT LEAST THREE (3) DAYS PRIOR TO THE EVENT DATE.**

## Rental/Reservation Payment Schedule

For all non-UHCL entities, after an event has been approved by RWC administration:

1. The \$50 administrative fee is required to be paid in full before the initial meeting is conducted.
2. After the initial meeting, a quote for the event will be prepared and submitted to the requesting party. A 10% down payment based on the initial quote is due within 72 hours to secure and finalize your space rental. Until that down payment is made, your space is not secured and can be used for other requests.
3. A payment plan can be created for recurring events in some situations and circumstances. Any payment plan arrangements will require the payments to be made on time or future events can be cancelled and access to the space can be denied.

## Cancellations & No-Shows

Given the high demand for space at the Recreation and Wellness Center, the cancellation and no-show policy is designed to maximize utilization of space by discouraging non-use of reserved space. Cancellations must be made in writing to the RWC reservations staff AT LEAST ONE WEEK IN ADVANCE. Repeated no shows and/or late cancellations may result in the suspension of reservation privileges for RWC facilities.

If an event is cancelled, the following outlines refunds and administrative fees charged. If the reserving group does not complete payment for their event according to the arranged payment schedule, the percentage of the total owed for the reservation will still be charged plus the admin fee. Non-payment of these charges will

result in no future reservations being accepted and the delinquent payment account will be turned over to the UHCL Business Office for collection.

Period of time before reservation date	Refund Eligibility	Admin Fee	Additional Charges
Ten or more days	75% of total owed	Non-refundable	Any reservation that requires UHCL staff (custodial, technology, grounds, etc.) will be charged the full amount owed for those services.
Five to nine days	25% of total owed	Non-refundable	
Within four days	No Refund	Non-refundable	
No show	No Refund	Non-refundable	

## Damage Service Charges

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. 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. See [“Equipment Pricing” section](#) for a list of damage fees by item.

## Certificate of Insurance

UHCL entities are not required to have a Certificate of Insurance.

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.

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.

**Insurance requirements: \$100,000, \$500,000 or \$1,000,000 depending on the event.**

## Parking

Parking is NOT included in any facilities request or rental and must be purchased by the requesting party or from the individual participants. Campus Recreation and Wellness is not responsible for providing parking for any events and is not responsible for any parking violations or tickets from participants.

Events with less than 30 vehicles should utilize the temporary permit process for their guests and use the Visitor’s Lot R for their events. For groups of 30 or more vehicles, alternative parking options at varying rates can be formulated on an individual basis through the [University Parking Department](#). Organizers should provide at least five business days’ notice of special parking needs. To make special parking arrangements, email [parking@uhcl.edu](mailto:parking@uhcl.edu) or call the Parking Office at 281-283-2277.

For more information: <https://www.uhcl.edu/maps/parking/>

## Minors in the RWC

The general policy for minors in the facility restricts individuals under the age of 16 to enter the facility during Fall and Spring semesters from opening on Mondays through 3 p.m. on Fridays. Approval of minors participating in an event will be decided on a request-by-request basis. Participants under the age of 16 will be allowed access during reservations only but are restricted from being in or using any fitness zone areas or fitness equipment.

### Campus Program For Minors Training And Verification

Texas Education Code § 51.976 requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation in order for the campus program to be operated by or on the campus of an institution of higher education.

Any reservation serving minors (under the age of 18) that meets the criteria, defined by the State of Texas or UHCL, must provide verification that all adults involved with the reservation have completed Campus Program for Minors training. This program is an online training and takes approximately one hour to complete. It is the responsibility of the reserving party to coordinate with Human Resources to provide all adults with access to the training. Any assistance needed can be provided by calling UHCL Human Resources at 281-283-2160 or emailing [humanresources@uhcl.edu](mailto:humanresources@uhcl.edu).

**Campus Program for Minors Reference Guide:** <https://www.uhcl.edu/human-resources/documents/forms/cpfmquickreferenceguide.pdf>.

It is the responsibility of the requesting party to ensure all required liability waivers, safety protocols, adult trainings, and a complete roster of all participants are completed and provided to Campus Recreation and Wellness Administration no fewer than three (3) days prior to your event.

## ADA Regulations

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 or as soon as possible prior to your event.

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.

For more information: <https://www.uhcl.edu/disability-services/>

## Recreation and Wellness Center Floor Maps – First Floor



Figure 1: First Floor Layout of RWC

## Recreation and Wellness Center Floor Maps – Second Floor

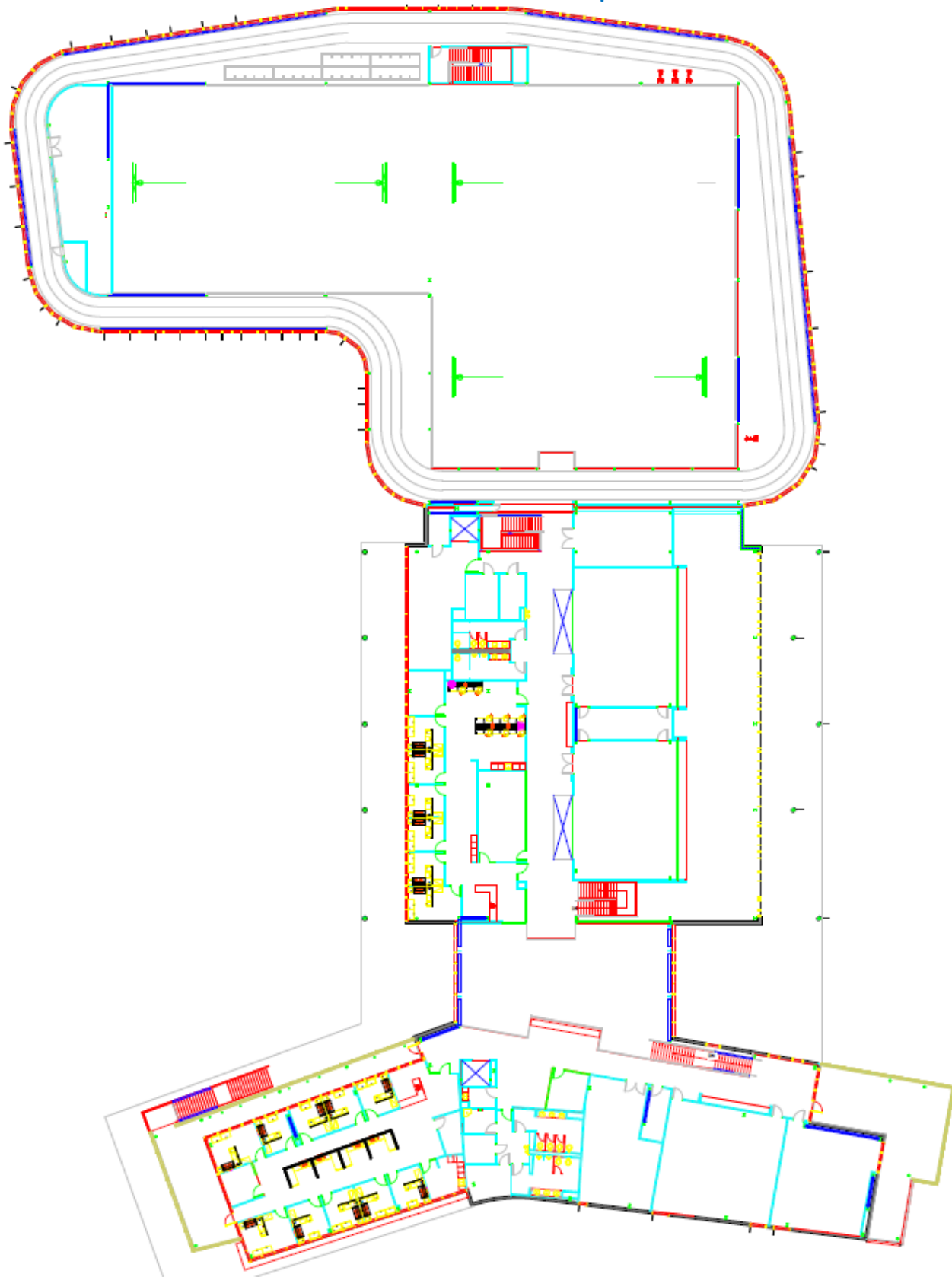


Figure 2: Second Floor Layout of RWC



## Photos of Events Hosted in the RWC

### Courts 1 and 2 Events



Figure 3: UHCL Alumni Donor Gala

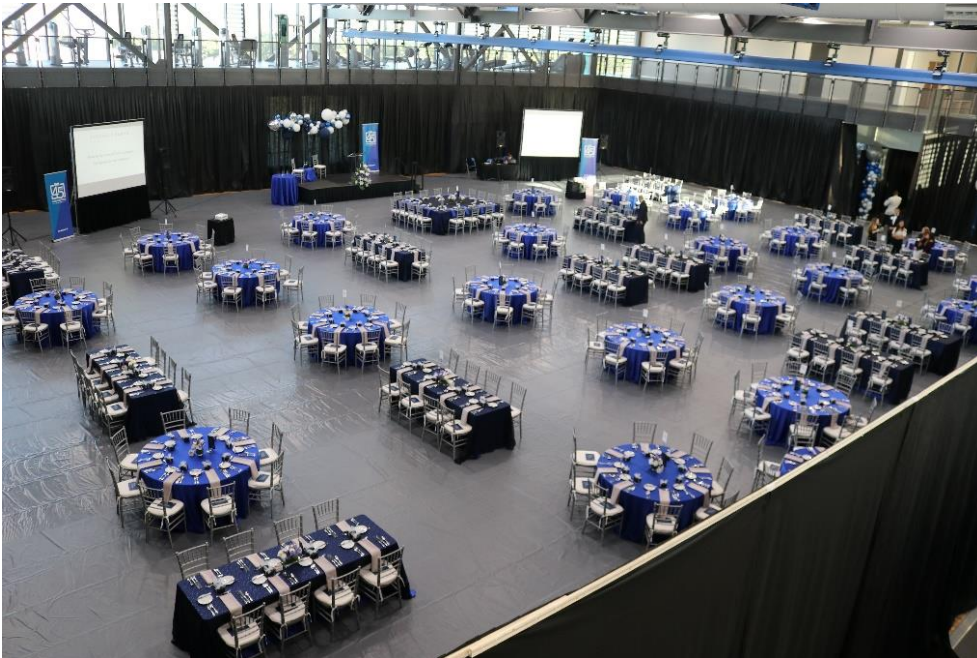


Figure 4: UHCL Alumni Donor Gala

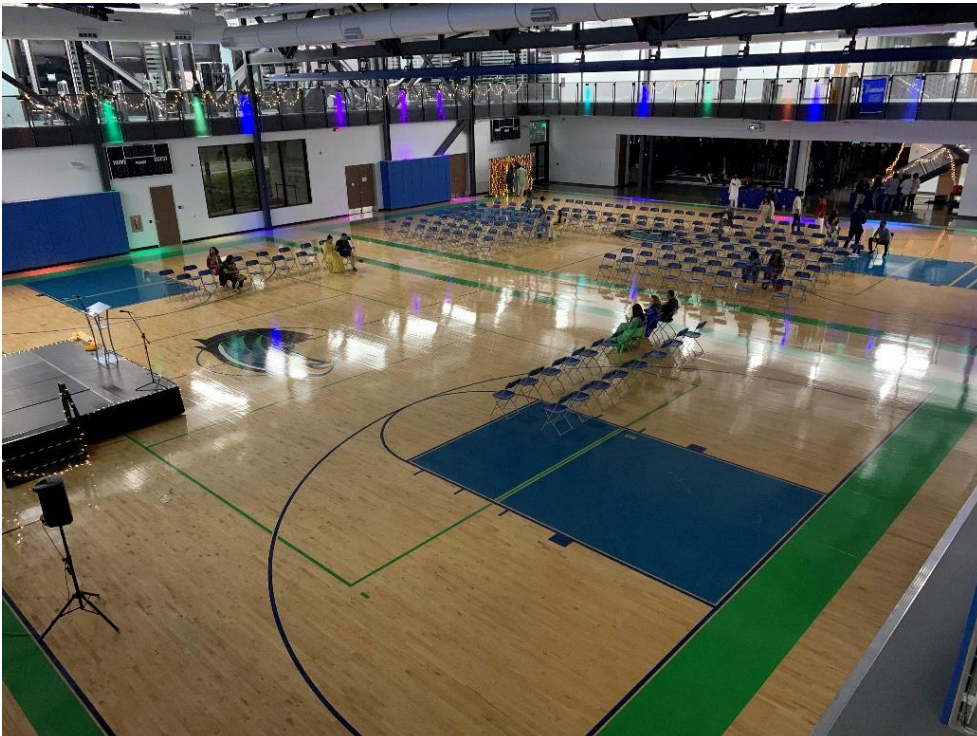


### Career Fair for UHCL Career Services on Courts 1 and 2



*Figure 5: Career Fair for UHCL Career Services*

### Diwali Event hosted by Indian Student Association



*Figure 6: Diwali Event for Indian Student Association*



## UHCL Resource Fair



Figure 7: UHCL Resource Fair

## Texas Association of Future Educators Closing Session



Figure 8: Conference Opening and Closing for Texas Association of Future Teachers. 600 chairs.



## Texas Association of Future Educators Closing Session



Figure 9: Conference Opening and Closing for Texas Association of Future Teachers. 600 chairs, stage, indoor projector system and screen.

## UHCL Orientation Session



Figure 10: UHCL Orientation Opening with 600 chairs, no stage, indoor projector system and screen.



## MAC Gym Events

### Hospitality Area for Career Fair Vendors on MAC Gym



*Figure 11: Hospitality area for UHCL Career Services Vendors*

## Multi-Purpose Room Events

### Career Fair Participant Hospitality Room



*Figure 12: Participant Hospitality Area for UHCL Career Services event*



## Meeting set-up



*Figure 13: Basic meeting setup*

## The Backyard

### UHCL Chili Cook-Off



*Figure 14: UHCL Chili Cook Off April, 2019*

## Outdoor Movie Event



Figure 15: Outdoor Movie Setup



Figure 16: Outdoor Movie Setup