

[Contents](#)

RENTALS AND RESERVATIONS STAFF AND CONTACT INFORMATION

DEPARTMENTAL GUIDING PRINCIPLES

 Departmental Mission Statement

 Departmental Vision Statement

 Departmental Service Statement

 Departmental Values

RENTALS AND RESERVATIONS DISCLAIMER.....

GENERAL RWC USAGE AND PRIORITIZATION

ADMINISTRATIVE FEE FOR RENTAL/RESERVATION REQUEST

HOW TO MAKE A RESERVATION.....

RWC RENTAL SPACE PRICING

 RWC Indoor Spaces and Fees.....

 Student Organization Fees:.....

 Student Organizations will be charged reduced rates for using RWC indoor and outdoor facility spaces, equipment, and staff. These fees are necessary because extended use of specific spaces, impacts on regular facility usage, and the need for comprehensive setup and breakdown often require additional staffing and resources.....

 RWC Outdoor Spaces and Fees.....

EQUIPMENT RENTAL/REPLACEMENT PRICING

 Tables, Chairs & Indoor Equipment

 Audio/Visual Equipment

 Outdoor Event Equipment

 Sports and Recreation Equipment.....

 Other UHCL Staff Costs

RWC SPACE CAPACITIES

ORGANIZATIONAL CATEGORIES

 Registered Student Organization (RSO).....

UHCL Department Or UHCL-Affiliated Program

Non-UHCL Entity

CO-SPONSORSHIP & FRONTING

DECORATIONS & EQUIPMENT

RESTRICTIONS ON DECORATIONS AND OTHER ITEMS WITHIN THE RWC.....

 Prohibited Items Within the RWC.....

FOOD & BEVERAGES.....

PROMOTIONAL MATERIALS – RSO & UHCL DEPARTMENTS ONLY

 Campus Recreation and Wellness Printing Support.....

RESERVATION ADJUSTMENTS

CANCELLATION & LATE FEES.....

RENTAL/RESERVATION PAYMENT SCHEDULE

DAMAGE SERVICE CHARGES.....

CERTIFICATE OF INSURANCE.....

PARKING

MINORS.....

 Campus Program For Minors Training And Verification.....

ADA REGULATIONS.....

RECREATION AND WELLNESS CENTER FLOOR MAPS – FIRST FLOOR

RECREATION AND WELLNESS CENTER FLOOR MAPS – SECOND FLOOR

PHOTOS OF EVENTS HOSTED IN THE RWC

 Courts 1 and 2 Events

 MAC Gym Events.....

 Hospitality Area for Career Fair Vendors on MAC Gym

 Multi-Purpose Room Events

 Career Fair Participant Hospitality Room

 Meeting set-up.....

 The Backyard.....

 UHCL Chili Cook-Off

 Outdoor Movie Event



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](#)

- Email: campusrecreation@uhcl.edu

- Phone: 281-283-2338

Campus Recreation and Wellness Center

- Welcome Desk: 281-283-2330
- Member Services Desk: 281-283-2331
- Email: campusrecreation@uhcl.edu
- Website: [Campus Rec Facility Rentals](#)

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 anyone 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 UHCL entities will NOT require an administrative fee. All rental or reservation requests from non-UHCL entities will require an administrative fee of \$50 which is non-refundable and non-transferable. 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.
3. An initial meeting will be scheduled based on your availability to discuss the details of your request. 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 Facility License Agreement outlining all responsibilities and financial obligations that must be completed and signed by all parties. All participants (and coaches) must sign a waiver of liability prior to the event. 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.**

RWC Indoor Spaces and Fees

RWC Facility Space	Recognized Student Organization	Division of Student Affairs Department	UHCL Department	UHCL Department Sponsored Program	Non-UHCL Entity
Basketball Court (2)	Hourly: \$20/court Daily: \$120/court	Hourly: \$30/court Daily: \$180/court	Hourly: \$40/court Daily: \$270/court	Hourly: \$60/court NO DAILY RATE	Hourly: \$80/court NO DAILY RATE
MAC Court (1)	Hourly: \$20/court Daily: \$120/court	Hourly: \$30/court Daily: \$180/court	Hourly: \$40/court Daily: \$270/court	Hourly: \$60/court NO DAILY RATE	Hourly: \$80/court NO DAILY RATE
Multi-Purpose Room (2)	Hourly: \$10/room Daily: \$60/room	Hourly: \$20/room Daily: \$120/room	Hourly: \$30/room Daily: \$180/room	Hourly: \$40/room NO DAILY RATE	Hourly: \$70/room NO DAILY RATE
RWC Lobby	Free for tabling Not reservable for event	Free for tabling & during scheduled events	Hourly: \$20/space Daily: \$120/space	Hourly: \$30/space NO DAILY RATE	Hourly: \$45/space NO DAILY RATE
Rec Center Event Staff (set-up, take-down)	\$12/hour staff member	\$12/hour staff member	\$12/hour staff member	\$12/hour staff member	\$15/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. NO EXCEPTIONS.**

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. NO EXCEPTIONS.**

Student Organization Fees:

Student Organizations will be charged reduced rates for using RWC indoor and outdoor facility spaces, equipment, and staff. These fees are necessary because extended use of specific spaces, impacts on regular facility usage, and the need for comprehensive setup and breakdown often require additional staffing and resources.

RWC Outdoor Spaces and Fees

Outdoor Space and Services	Recognized Student Organization	Division of Student Affairs Department	UHCL Department	UHCL Department Sponsored Program	Non-UHCL Entity
The Backyard or Front Yard	No charge	No charge	Hourly: \$30/space Daily: \$180/space	Hourly: \$40/space NO DAILY RATE	Hourly: \$80/space NO DAILY RATE
Delta Field (1)	First 2 hours Free \$10/hourly after	Hourly: \$20/space Daily: \$120/space	Hourly: \$30 Daily: \$180	Hourly: \$40/space NO DAILY RATE	Hourly: \$80 NO DAILY RATE
Half of Delta Field (2)	First 4 hours Free, \$10/hourly after	Hourly: \$15/space Daily: \$90/space	Hourly: \$20 Daily: \$120	Hourly: \$30/space NO DAILY RATE	Hourly: \$40 NO DAILY RATE

Delta Tennis Courts (4)	\$0/space up to 2 tennis courts, \$10/hourly for each additional court	Hourly: \$10/space Daily: \$60/space	Hourly: \$15/court Daily: \$90/court	Hourly: \$20/court NO DAILY RATE	Hourly: \$30/court NO DAILY RATE
Delta Outdoor Basketball Courts (2)	First 2 hours Free, \$10/hourly after	Hourly: \$10/space Daily: \$60/space	Hourly: \$15/court Daily: \$90/court	Hourly: \$20/court NO DAILY RATE	Hourly: \$30/court NO DAILY RATE
Delta Complex (field, tennis, and BB courts)	Hourly: \$40/space Daily: \$240 Max	Hourly: \$45/space Daily: \$270/space	Hourly: \$80 Daily: \$480	Hourly: \$100/space NO DAILY RATE	Hourly: \$150 NO DAILY RATE
Rec Field	First Hour Free \$20/hourly after Daily: \$100	Hourly: \$30 Daily: \$180	Hourly: \$40 Daily: \$240	Hourly: \$50/court DAILY \$300	Hourly: \$60 DAILY \$360
Sand Volleyball Court	No charge	No charge	Hourly: \$40 Daily: \$240	Hourly: \$50/court NO DAILY RATE	Hourly: \$60 NO DAILY RATE
Light charge	Included with rental	Included with rental	Included with rental	Included with rental	Included with rental
Field Lining (includes staff cost, equipment and supplies cost)	The field is NOT painted. Painting is the responsibility of renting party.	The field is NOT painted. Painting is the responsibility of renting party.	The field is NOT painted. Painting is the responsibility of renting party.	The field is NOT painted. Painting is the responsibility of renting party.	The field is NOT painted. Painting is the responsibility of renting party.
Rec Center Event Staff (set-up, take-down)	\$12/hour/staff member	\$12/hour/staff member	\$12/hour/staff member	\$12/hour/staff member	\$15/hour/staff member

Category Descriptions:

Recognized Student Organization

A Recognized Student Organization has completed the UHCL registration process and has agreed to adhere to all university policies and procedures. All rental requests received by Recognized Student Organizations must also be submitted and approved in Hawklink. Registered Student Organizations can include Departmental Sponsored Student Organizations and Fee Funded Student Organizations.

Division of Student Affairs

Event hosted by a department within the Division of Student Affairs.

UHCL Department

Event hosted by a UHCL Department in which all attendees are UHCL students, faculty, or staff.

UHCL Sponsored Program

Event hosted by a UHCL Recognized Student Organization or university department in which 50% or more attendees are non-UHCL affiliates. The Recognized Student Organization or department must have an active role in jointly planning and executing the event. This includes shared responsibilities such as marketing, logistics, staffing, or content delivery. While this may or may not include providing financial support, co-hosting events reflects a **shared vision and mutual investment** in the outcome. Co-hosting does deem the event to be a university sponsored event.

Non-UHCL Entity

Any group or organization outside of the UHCL Community.

Equipment Rental/Replacement Pricing

Tables, Chairs & Indoor Equipment

All INDOOR 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, chairs & additional tables rented from a 3rd party will require a charge and the renter must coordinate that 3rd party rental.**

Item Name	Quantity Available	Unit Rental Cost	Replacement Cost per Unit
Folding Chairs	240	\$2/chair	\$20/chair
6' Tables	50	\$5/table	\$50/table
Tables (71" rounds)	50	\$5/table	\$75/table
Cocktail Tables Seating or standing height	20	\$5/table	\$75/table
Table Cloths (72" round tables)	30	\$2/table cloth (waived if using RWC tables)	\$20/table cloth
Table Cloths (6' rectangle, blue)	20	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
Table Cloths (6' rectangle, green)	20	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
Table Cloths (6' rectangle, black)	15	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
Table Cloths (cocktail, black)	12	\$2/table cloth (waived if using RWC tables)	\$15/table cloth
Pipe and Drape System (up to 16 sections, section = 2 poles, 1 cross beam, and four drapes)	1	\$20/section 12 sections total	\$100/pole \$50/drape
Podium (no UHCL logo) Silver Piped or Solid Stained Wood Options	1 each	\$50	\$500
2-piece Portable Stage (2 sections, includes stairs and stage skirt) price increase if event is not in	1	\$100	\$400/section
Ipad with LumaBooth App	1	\$50	\$800
6-piece Portable Stage (6 sections, includes stairs and stage skirt) price increase if event is not in RWC	1	\$300	\$400/section
Stanchions	18	\$2/stanchion	\$50/stanchion
Floor Covering System**	2	\$175 / system	N/A
Floor Covering Seam Tape	N/A	\$0/roll	N/A
Trash Cans (60 gallon)	5	\$5	\$50

** - Floor coverings for the basketball courts or MAC gym are available and will be used at the discretion of the Department of Campus Recreation and Wellness. It takes about 2 hours for staff to set up and tape floor covering system. It also takes 2 hours to remove floor covering system. You will be charged for utilizing the floor covering in addition to staff labor to set up and take down of floor covering.

Audio/Visual Equipment

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

Outdoor Event Equipment

Item Name	Quantity Available	Unit Rental Cost	Replacement Cost per Unit
Outdoor Movie Theater (includes screen, projector & sound system)	1	\$300 Four-hour maximum. Required 6 RWC staff / 4 hours.	\$25,000
Non-logo Tents 10'x10' Pop-up	13	\$15/event or day	\$150
UHCL Logo Tents 10'x10' Pop-up	6	\$15/event or day	Frame only: \$750 Entire tent: \$1,000
UHCL Logo Tents 10'x15' Pop-up	2	\$20/event or day	Frame only: \$1,250 Entire Tent: \$1,500

Sports and Recreation Equipment

Item Name	Quantity Available	Rental Cost	Replacement Cost per Unit
Badminton Rackets	10	\$5/racket	\$30
Pickleball Paddles	8	\$5/paddle	\$30
Basketballs (Men's)	8	\$5/ball	\$70
Basketballs (Women's)	4	\$5/ball	\$50
Basketballs (Outdoor)	6	\$5/ball	\$50
Can Jam Set (Set=two targets, two frisbees)	2	\$5/set	\$50/set
Cones	24	\$5/dozen	\$5/set
Table Top Connect 4	1	\$5	\$50
Cornhole Game Set (set=2 boards+8 bags)	2	\$5/set	\$250/board sets \$50/bag sets
Dodgeballs (Small) (set=12)	18	\$5/set	\$10/ball
Flag Belts (set=dozen)	4	\$5/set	\$10/flag belt
Footballs	6	\$5/ball	\$50/ball
Football Field Markers	2	\$5/set	\$100/set
Football Throwing Target	1	\$5	\$75
Giant Connect Four	1	\$5/set	\$50
Table Top Jenga	2	\$5	\$50
Hula Hoop	8	\$5	\$10/set
Human Size Pong (12 22-gallon trash cans, 2 VBs)	1	\$5/set	\$25/Trash Can \$25/volleyball
Indoor Soccer Balls	6	\$5/ball	\$50/ball
Outdoor Soccer Balls	8	\$5/ball	\$25/ball
Kickball Ball Set (included balls and bases)	3	\$5/set	\$25/ball
Portable Scoreboard (battery powered available)	2	\$25/board	\$1,200/scoreboard
Tennis Rackets	6	\$5/racket	\$40/racket

Throwdown Bases	4	\$5/set	\$50/set
Volleyballs (Indoor)	8	\$5/ball	\$30/ball
Volleyballs (Outdoor)	6	\$5/ball	\$30/ball
Wiffleball Game Set (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.

Custodial fees:

- Events involving food service for 50 or more people are required to contract with Facilities Services for clean-up.
- FMC Contact:
- Organizations not serving food may perform their own clean up or request the services of Facilities Services at a cost to the organization.
- **Organizations who do NOT request Facilities Services and do NOT clean up properly after their event will be assessed charges associated with cleaning and may jeopardize their future use.**

Security Fee:

- One officer is required per every 250 people in attendance. However, UPD may adjust requirement on a case-by-case basis.

Other UHCL Staff	4-hour minimum rate	Hourly Rate after 4 Hours
Custodial Staff	\$130/staff	\$31.50/hour/staff
UHCL police Officers		\$67/hour/staff

RWC Space Capacities

Location	Dimensions	Total Area	Capacity Standing Only	Capacity with Chairs Only	Capacity with Tables & Chairs
Basketball Court 1 & 2	95 ft x 60 ft	5700 ft ² per court	600 per court (1,200 total)	300 per court (600 total)	250 per court (500 total)
Conference Room	27 ft x 13 ft	351 ft ²	n/a	n/a	18
Lobby	66 ft x 47 ft	3,102 ft ²	250	150	100
MAC Gym	90 ft x 55 ft	4,950 ft ²	300	200	100
Multipurpose Room 1 & 2	37 ft x 31 ft	1,147 ft ²	45	35	25
Track	n/a	5,190 ft ²	300	250	200
East Balcony	n/a	n/a	30	25	20
West Balcony	n/a	n/a	20	15	15
East Plaza	n/a	n/a	N/A	N/A	N/A
West Plaza	n/a	n/a	N/A	N/A	N/A
The Backyard	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 in a quote for any confirmed events.

Division of Student Affairs Departments

- All departments under the Division of Student Affairs
- All DSA departments will need to provide Campus Recreation and Wellness with their cost center information for invoicing purposes.

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

UHCL Department Sponsored Program

- UHCL sponsored program or camp where the department is generating revenue.
- All UHCL departments will need to provide Campus Recreation and Wellness with their cost center information for invoicing purposes.

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: 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 RWC 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. Any events involving alcohol must also be approved by the UHCL President, Dr. Richard Walker 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: [Forms and Resources | Dining | Auxiliary Services | University of Houston-Clear Lake](#)

Promotional Materials – RSO & UHCL Departments Only

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 Rec 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. The Student Involvement and Leadership office will designate the appropriate bulletin boards to be used for promoting events throughout campus.

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	Printing Fees
Poster 24" x 18-24"	Doubleweight Matte Paper: \$25 Professional Matte Canvas: \$35
Poster 24" x 28-32"	Doubleweight Matte Paper: \$45 Professional Matte Canvas: \$55
Banner 24" by 36-48"	Doubleweight Matte Paper: \$60 Professional Matte Canvas: \$70
Banner 24" up 49-72"	Doubleweight Matte Paper: \$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 FIVE (5) DAYS PRIOR TO THE EVENT DATE.

Cancellation & Late Fees

Cancellation Fees:

- 2 weeks or more out from date of event: NO CHARGE
- 1 week out from date of event: \$50
- Less than 1 week out from date of event: \$75

**These do not apply to equipment rentals*

Late fees:

- Up to 1 week past pay date: \$50
- 1 – 2 weeks past pay date: \$75
- 2+ weeks past pay date: \$100/week

Late Request Fees:

- Less than 2 weeks' notice: \$50
- Less than 1 week notice: \$75

**These do not apply to equipment rentals*

Cleaning Fees:

- If additional cleaning is needed past agreed upon contract times, fees will be charged by the hour.
- An invoice will be sent the next business day and payment will be due in 5 business days.

Rental/Reservation Payment Schedule

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

1. There will be **NO** administrative fee charged for UHCL rentals.
2. The \$50 administrative fee is required to be paid in full before the initial meeting is conducted.
3. 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.**
4. 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.
5. 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 five 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.

All external entities ARE required to have insurance and a signed facility license agreement on file.

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. NO EXCEPTIONS.**

Groups should 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 or call the Parking Office at 281-283-2277.

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

Minors

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. UHCL requires anyone involved working with minors to have some type of child protection training. This training will be required each fiscal year, September 1 – August 31.

Minors Participation Requirements (if applicable)

If minors will be participating, the following is required:

Department of State Health Services Form: Groups are required to have this training on file in addition to completing this Campus Program for Minors Information [Form](#) (TDSHS)

All coaches or individuals interacting with minors must complete approved training and submit the form "[Campus Programs for Minors](#)".

Recommended Training:

We recommend the free Youth Protection Training provided by the Boy Scouts of America.

Access it here: [Youth Protection Training](#)

- Create an account and enroll in the training.
- The course is approximately 72 minutes.
- Please submit a certificate of completion for each coach or adult participant.

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.

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.

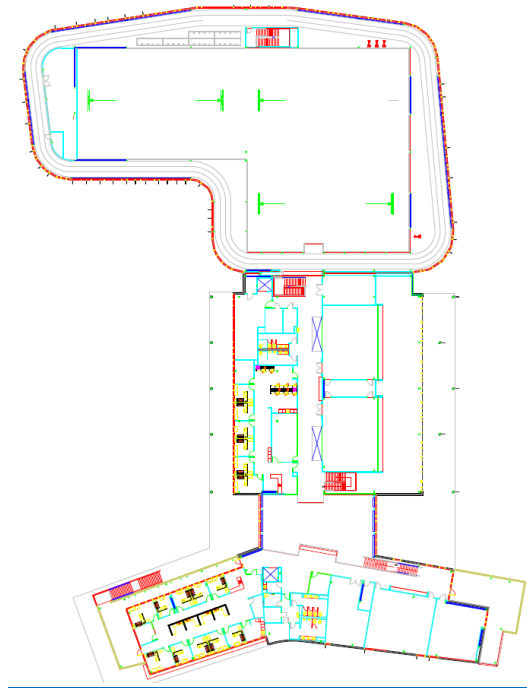
UHCL allows the use of trained service animals by individuals with disabilities in all public areas at the university. Service animals are defined by the U.S. Department of Justice, Civil Rights Division, as dogs or miniature horses trained to do work or perform tasks for a person with a disability.

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

Recreation and Wellness Center Floor Maps – First Floor



Recreation and Wellness Center Floor Maps – Second Floor



Photos of Events Hosted in the RWC

Courts 1 and 2 Events



Figure 3: UHCL Alumni Donor Gala

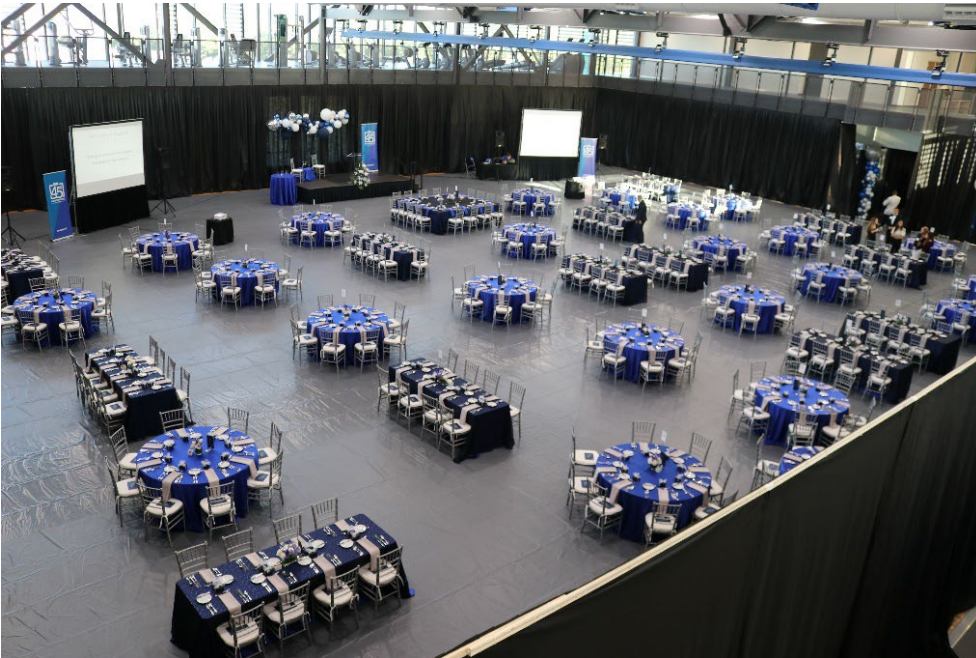


Figure 4: UHCL Alumni Donor Gala

MAC Gym Events

Hospitality Area for Career Fair Vendors on MAC Gym



Figure 11: Hospitality area for UHCL Career Services Vendors

The Backyard

UHCL Chili Cook-Off



Outdoor Movie Event

