



## Activity Space Reservation Policy – The WELL

**Adopted: 2-15-2012**

**Adopted: 2-14-2018**

### General Policy Statement

The Special Events and Informal Recreation Division's objective is to equitably meet the needs of all WELL user groups. This policy guides the Special Events and Informal Recreation staff in prioritizing facility requests for the Gym Box, Mac Court, Fitness Studios and Climbing Wall.

#### 1. Priority User Categories

##### 1.1. Union WELL Inc.

1.1.a. Informal Recreation, Fitness Programs, WELL Special Events and Intramural Sports

1.1.b. These programs are directly designed, funded and managed by full-time WELL staff; take place or are coordinated at The WELL; require essential activity space; are identified as accessible to WELL members at all times; members do not necessarily have to register for these activities in advance.

##### 1.2. Student Organizations and Leadership

1.2.a. Sport Clubs – Competitive

1.2.b. These programs are registered with, funded and managed by Student Organizations and Leadership (SO&L). These programs are recognized within the sport club classification as Competitive clubs, and need essential activity space. Members are required to pre-register for these clubs.

##### 1.3. Student Organizations and Leadership

1.3.a. Sport Clubs – Recreation

1.3.b. These programs are registered with and managed by Student Organizations and Leadership (SO&L). These programs are recognized within the sport club classification as Recreation clubs, and desire activity space. Members are required to pre-register for these clubs.

##### 1.4. Internal WELL Partners

1.4.a. Internal Partnerships (Student Health Services and Peak Adventures)

1.4.b. These programs are not directly managed or advised by full-time WELL staff. Partners are required to reserve and rent activity space. Partners include Student Health Services and Peak Adventures.

##### 1.5. Campus Community

1.5.a. Sac State Campus and Sacramento Community

1.5.b. These non-internal programs are not directly managed or advised by full-time WELL staff. Sac State Campus and the Sacramento Community are required to reserve and rent activity space.

#### 2. Sport and Recreation Club Usage

##### 2.1. Practices

- 2.1.a. After internal Union WELL Inc. programming has been scheduled, the Special Events and Informal Recreation Division will provide available days/times that the clubs may schedule within.
    - 2.1.b. Sport Clubs which require space essential to the existence of their club are able to schedule practice twice a week for two hours.
    - 2.1.c. Recreation Clubs, which desire space essential to the existence of their club are able to schedule practice twice a week for two hours.
    - 2.1.d. Approved outdoor Sport Clubs may reserve one two-hour indoor practice once a week on a limited basis and/or during inclement weather dependent on availability.
  - 2.2. Games/Matches
    - 2.2.a. Sport Clubs may receive four hours free of charge for Sac State Games per event and based on facility availability (i.e. 1 hour set up/warm-up, 2 hour match, 1 hour breakdown)
    - 2.2.b. Use of the scoreboard requires an Event Attendant fee
    - 2.2.c. Sport Clubs are responsible for the cost of an Event Monitor for each game/match
    - 2.2.d. Sport Clubs are responsible for any additional Event Monitor staffing costs determined by the Special Events and Informal Recreation Division to be necessary for their event
    - 2.2.e. Sport Clubs will be responsible for all staffing costs for competitions held at the Climbing Wall.
  - 2.3. Storage
    - 2.3.a. Sport and Recreation Clubs are granted storage on a limited basis dictated by facility availability.
    - 2.3.b. Sport and Recreation Clubs are responsible for ensuring their equipment is returned and stored neatly in the allocated space.
    - 2.3.c. The WELL reserves the right to revoke storage privileges.
3. Charges for Use of Scheduled Activity Space
  - 3.1. Current Activity Space use fees are available on the WELL website or from the Special Events and Informal Recreation Division.
  - 3.2. Sport and Recreation Clubs receive essential space based on priority user group for the existence of their club for the allocated hours free of charge.
  - 3.3. Sport Clubs receive four hours for Sac State games free of charge (i.e. 1 hour set up/warm-up, 2 hour match, 1 hour breakdown)
    - 3.3.a. Sport Clubs are responsible for the Event Monitor fee for each game/match
    - 3.3.b. Use of the scoreboard requires an Event Attendant fee
  - 3.4. For a function of a University department or organization, expenses, including cost of labor and overhead, will be subject to facility use fee.
  - 3.5. A Non-University organization event sponsored by a University Department (in which the Department handles the event arrangements and payment of invoices,) will include cost of labor plus any additional overhead, and will be charged a minimum two-hour fee.
  - 3.6. For a Non-University organization, expenses, including cost of labor and overhead, will be charged a minimum two-hour fee.
4. Other Charges
  - 4.1. Overtime, insurance, and/or other special fees will be charged in all cases. Special events, which require unusual or complex set up or staffing, will be charged additional fees accordingly.
  - 4.2. Equipment rental or other outside charges incurred by the WELL for a scheduled event will be billed to the scheduling organization or individual.
  - 4.3. Excessive cleanup, repairs, and damages will be charged to the scheduling organization or individual in all cases.

## 5. Cancellations and NO Shows

- 5.1. All cancellations must be submitted in writing. If a cancellation or no-show fee is incurred, all fees will be billed directly to the organization on the next billing cycle. Existing reservations will be modified to a tentative position and will lose priority until all fees are paid in full. Additional reservations will not be accepted until all fees are paid in full.
- 5.2. Reservation cancellations and no shows incur unnecessary cost, diverts staff from support for occurring events, precludes use by other organizations and prevents the offering of events to the campus. For the above reasons, the following fees and timelines must be adhered to for all facility reservations. Activity Space (Gym box/MAC/Climbing Wall/Fitness Studios):
  - 5.2.a. Reservations for 3 or more activity space areas require a 45 day cancellation notice prior to the reservation. Cancellations that do not meet the 45-day notification time period will be subject to a fee equal to 75% of the rental cost.
  - 5.2.b. Reservations for 2 or less activity space areas require a two week cancellation notice prior to the reservation. Cancellations that do not meet the two week time period will be subject to a fee equal to 75% of the rental cost.
- 5.3. No Shows:
  - 5.3.a. All facility reservations which are ultimately not used, will be subject to a \$90 fee or the actual cost of the reservation if higher.
- 5.4. Sport and Recreation Clubs
  - 5.4.a. Sport and Recreation Club practice reservations require a one-week cancellation notice prior to the reservation.
  - 5.4.b. Sport Club games/matches reservations require a two-week cancellation notice prior to the reservation.  
Activity Space cancellations that do not meet the required time period will be subject to a fee equal to 75% of the rental cost.

## 6. Reservation Process

- 6.1. All facility usage requests must be submitted electronically via OPUS (web based reservation system), or by emailing [reservations@thewellatsacstate.com](mailto:reservations@thewellatsacstate.com), within the established user group priority timeline. Failure to submit requests by the deadline will result in loss of priority and possibly loss of space.
- 6.2. Priority User categories 1-4 reservations must be submitted by full-time staff with the approval of their direct supervisor. Supervisors shall ensure their division has no internal conflicts within their own programming structure.
- 6.3. All users should review The WELL's facility availability calendar prior to submitting their request in an effort to prevent requests that are unavailable.
- 6.4. Each request must be program specific and include name, date(s), location(s), time(s), specific equipment use, set up, and number of attendees. Each request shall be considered a final submission; any additional changes will not have priority status.
- 6.5. We allow nonaffiliated Union WELL Inc. organizations, to schedule one reoccurring meeting a month in order to allow the largest possible number of groups to use the building.
- 6.6. All requirements (i.e. certification, safety orientations, and club/organizations approvals) must be completed prior to submitting requests.
- 6.7. Contract language includes all requirements for events to take place in The WELL including liability insurance.
- 6.8. Once a deadline has passed, requests will still be accepted; however, reservations will be scheduled on a first-come first-served basis. The Special Events and Informal Recreation Division reserves the right to move, change or modify the schedule if necessary.

## 7. Reservation Dates

7.1. Priority User group deadline dates are published on The WELL website, specifically the Facility Reservations webpage, or provided by the Special Events and Informal Recreation Division. The dates will be delineated per semester; semesters include Spring, Summer and Fall.

8. Sport and Recreation Club Classification Changes

8.1. Student Organizations and Leadership must submit changes in Sport and Recreation Club Classification in writing to Special Events and Informal Recreation within 10 business days of status change.

8.2. Sport and Recreation Clubs that do not comply with Facility Policies and Procedures, could be subject to disciplinary action including but not limited to loss of space privileges.