



Activity Space Priority Policy

Adopted: 2-15-2012

Updated: 8-28-2012

General Policy Statement

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

Priority User Categories

1. Union WELL Inc.

Informal Recreation, Fitness Programs, WELL Special Events and Intramural Sports

- 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.

2. Student Organizations and Leadership

Sport Clubs – Competitive

- These programs are registered through 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.

3. Student Organizations and Leadership

Sport Clubs – Recreation

- These programs are registered through 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.

4. Student Organizations and Leadership

Sport Clubs – Special Interest

- These programs are defined as registered through Student Organizations and Leadership (SO&L). These programs are recognized within the sport club classification as Special Interest clubs, and desire activity space. Members are required to pre-register for these clubs.

5. Internal WELL Partners

Internal Partnerships (Student Health Services, Peak Adventures and The WELL Café)

- 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, Peak Adventures and The WELL Café.

6. Campus Community

Sac State Campus and Sacramento Community

- 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.

Reservation Process

All facility usage requests must be submitted electronically. Please make sure to email the following, reservations@thewellatsacstate.com or via OPUS (web based reservation system) 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. 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.

All users should review The WELL's availability calendar prior to submitting their request in an effort to prevent requests that are unavailable. Each request must be program specific and include name, date(s), location(s), time(s), specific equipment use, setup, and number of attendees. Each request shall be considered a final submission; any additional changes will not have priority status. General bulk reservations for facilities will not be accepted. Bulk reservations will be returned, and such submissions could result in a loss of priority status. All requirements (i.e. certification, safety orientations, and club/organizations approvals) must be completed prior to submitting requests. Contract language includes all requirements for events to take place in The WELL including liability insurance.

Once a deadline has passed, requests will still be accepted; however, reservations will be scheduled on a first-come first-served basis. The Facilities and Informal Recreation Division reserves the right to move, change or modify the schedule if necessary.

Reservation Dates

User group deadline dates for each year will be released on July 1st for the following calendar year. The dates will be delineated per semester; semesters include Spring, Summer and Fall. Deadline dates will be published on The WELL web site, specifically on the facility reservations web page.

Sport Club Classification Changes

Changes in Sport Club Classification must be submitted in writing to Facilities and Informal Recreation within 10 business days of status change by Student Organizations and Leadership.