



Reservation and Event Policies & Procedures

Every person, group, or organization utilizing the Recreation & Wellness Center facilities will be deemed to have read these policy statements. A waiver of any of the provisions in these policy statements for one group or organization does not constitute a waiver for any other group or organization. Failure to abide by any of these policies or any other RWC policy may result in forfeiture of reservation privileges.

Reservation Request Procedures

To request use of a facility, please complete a *Reservation Request Form* and submit online. Requests not submitted through the online system will not be processed. The request form can be found at <http://www.rec.ucf.edu/Reservation/Reservation.htm>

Requests submitted that do not meet this criteria will be automatically declined.

- All reservation requests must be submitted a minimum of 21 days prior to the requested date.
- Requests are reviewed in the order in which they are received. Requests are processed on a semester by semester basis. Requests submitted for dates in future semesters will not be processed until 30 days prior to the start of that semester.
- The facilities in the Recreation & Wellness Center are available to:
 1. RWC Recreational Programming
 2. RWC Sponsored Programs/Events
 3. Registered Student Organizations (RSO)
 4. University Departments
 5. Non-Affiliated Organizations (on a space-available basis only)
- Individuals are not permitted to reserve any RWC facilities; personal requests will be denied.
- Requests made by RSOs must be submitted by students who are registered officers listed with the Office of Student Involvement. Changes to a request/reservation can only be made by the person who submits the request. Any request by a RSO that is not submitted by an approved officer will be declined.
- An RSO or UCF department is not permitted to submit a reservation request on behalf a non-UCF affiliated organization. All reservation requests for external organizations must come from that organization, with the proper insurance documents to follow.
- **Reservation Status:**
 - Requested - a facility has been requested for a specific date/time.
 - Tentative - a tentative reservation has been made and requirements have been set for the event to take place. These requirements must be met in order to confirm a reservation.

- Confirmed - a reservation is approved and confirmed contract has been signed. A reservation is not confirmed until a contract is signed. If a reservation requires a SAFE Form, an approved SAFE Form must be returned to the Recreation & Wellness Center Facilities Scheduler prior to confirmation of the event.
- Declined - the request to use the facility has been declined and the event has not been approved to take place.
- Canceled- the request has been canceled by the organization. The RWC reserves the right to cancel any event for failure to follow procedures as outlined in this document.

Requests typically take 3-5 business days to process. Responses are sent via email and a status update will be sent within 3-5 business days.

Fees

- Registered Student Organizations are not charged facility fees if the event occurs within normal operating hours. Please visit <http://rwc.sdes.ucf.edu> for current hours of operation.
- For events which take place outside normal operating hours or events that require extra staff, the sponsoring organization will be charged staffing fees.
- The Recreation & Wellness Center staff reserves the right to determine proper staffing levels for events and the right to assess additional charges to organizations sponsoring events that require additional staff.
- Fees for staff are \$10.00 per hour per staff member. Staff fees are waived for Registered Student Organizations during regular hours of operation.
- No event may take place at any RWC facility without RWC staff present.
- Payment is due five business days after the rental invoice is provided.

University Departments and External Organizations

- Facility rates are published at the following web address:
<https://directory.sdes.ucf.edu/file/176/document-reservation-rates.pdf>

SAFE Form (Safety Action for Event Form)

- The SAFE Form is required for any event deemed as potentially hazardous as defined in the Golden Rule.
- The Recreation & Wellness Center Staff reserves the right to require a SAFE Form for events deemed potentially hazardous by RWC Staff.
- Upon submission of a request, the Facilities Scheduler will review and advise the requestor if a SAFE form is required.
 - Events requiring a SAFE form include, but are not limited to:
 - Events with external vendors
 - Events with inflatables
 - Events with catering

- Events which exceed an expected attendance of 400 people
 - Events which are fundraising or collecting funds
 - Events using personal portable grills
 - Events using an outside DJ (non-UCF student)
 - Events at which minors are approved to attend.
- SAFE Forms must be turned into the Facilities Scheduler at the Recreation & Wellness Center Facilities Scheduler a minimum of 15 business days prior to requested date.
- If the SAFE form is not approved, the event will be declined.

Certificate of Insurance and Endorsement

Registered Student Organizations and University Department/Affiliated

- Registered Student Organizations and University Department/Affiliated must provide a copy of the liability of insurance for the following types of events.
 - Events with outside DJs or other external vendors
 - Events with inflatables
 - Events with catering from restaurants that are not included on the UCF Business Services Approved Caterers list
 - Events where minors are approved to attend (up to the discretion of RWC Administration)

External/Non-Affiliated Organizations

- Non-Affiliated Organizations must provide a copy of liability of insurance and accompanying endorsement for ANY type of event taking place at any of our facilities.

Certificate of Insurance and Endorsement Information

- The liability of insurance must be for \$1,000,000 each occurrence and must name UCF Board of Trustees as additionally insured.
- The endorsement designating UCF Board of Trustees as additionally insured is a separate document and must be submitted in conjunction with the certificate of insurance.

Cancellation Policy

Failure to notify the Recreation & Wellness Center of event cancellations may result in a loss of building privileges and/or the assessment of appropriate fees. Cancellations must be made at least 24 hours in advance of scheduled reservation.

Damages

Organizations reserving RWC facilities are responsible for any damages that occur during their time of reservation. Damages will be assessed and documented after the event by RWC staff. Fees will be assessed to the organization based on cost of facility repairs. Organizations may face further consequences for severe or intentional damage.

Food & Beverage Policy

Food is permitted to be prepared at some RWC facility locations. Food or drink at no time may be sold at RWC Facilities.

Grilling

- Personal portable grills are ONLY permitted on the Leisure Pool Green. If grilling using a personal portable grill, the grill must be 10 feet away from any building or structure. Grilling is prohibited under the Leisure Pool tensile structure.
- Groups using permanent/existing grills at Lake Claire, RWC Park or Sand Volleyball Pavilion must provide charcoal.
- All ash and charcoal must be disposed of in a proper ash container. Hot ashes or charcoal should not be left in grills or dumped inappropriately.
- Large or commercial grills/smokers are strictly prohibited at RWC facilities.

Catering

Catering needs can be provided through a vendor on the UCF Business Services List of Approved Caterers. For the most up to date list of Approved Caterers, please visit <http://www.businessservices.ucf.edu/catering.asp>

Vendors Not on Approved Catering List

If in the event that the UCF vendors do not meet your food and beverage needs, it is possible to bring in an outside caterer for your event by obtaining the proper prior approval from UCF Business Services. A certificate of liability insurance must be provided by any vendor used that is not on the approved caterers list found at the link above. Use of outside catering services will also require approval on a SAFE Form.

Beverages

- No alcohol may be brought to, consumed at, or distributed at RWC facilities.
- Any distribution or consumption of alcohol at Recreation & Wellness Center facilities is strictly prohibited. In the event distribution or consumption of alcohol is suspected by RWC Staff, UCF Police will be contacted.

Fundraising Policy

Fundraising at events at RWC facilities is permitted, however, under strict guidelines. All University policies regarding fundraising must be adhered to. For University policies on fundraising please see the Golden Rule.

Sound

Any sound amplification must be kept at a courteous level and must be directed towards the center of campus when possible and be in accordance with all University sound policies. All sound should be kept clean and edited. Requests made by RWC staff to reduce the volume or change un-edited music/announcements must be followed.

Emergency Evacuation

The RWC has installed a lightning prediction system called Thor Guard. The system, when lightning is predicted, activates a series of horns and strobe lights to warn those working outside to seek shelter immediately. If severe weather is predicted, Thor Guard will activate and sound one long horn blast along with a continuous flashing strobe light. Three, five second horn blasts are activated when the areas are safe. The system is active 7 Days a week from 10:00am to 12:00am. The system will be used for all outdoor facilities controlled by the RWC including Lake Claire. The staff has been given instruction on the system on when to instruct users to evacuate the areas and when the areas are unsafe. RWC staff will provide safety warnings in the absence of an alarm system. RWC staff has the authority to close a facility based on visual observations of severe weather.

Decorations and Banners

The RWC will not permit affixing of anything to the walls, floors, or ceiling. Please consult the RWC for assistance and approval for the display of all materials.

Lost and Found

In the case of a lost item, please contact Member Services at 407-823-5011 with a detailed description of the item in question. Unclaimed items will be stored at the RWC for 30 days. If an item is not claimed within the 30 day time period, valuable items (cell phones, mp3 players, jewelry, etc.) will be turned over to the UCF Police Department and non-valuable items (clothing, basketballs, shoes, etc.) will be donated to charity. The RWC is not responsible for the damage or loss of any article left at RWC Facilities prior to or following your reservation.

Event Equipment

The Recreation & Wellness Center has the following limited equipment available upon request for groups with a confirmed RWC facility reservation:

- EON Speaker System
- Tables
- Chairs
- Tents

Equipment is subject to fees if returned damaged. Equipment may not be available at the time of request. Any external vendor providing equipment or services to an event must be approved with a SAFE Form and provide a Certificate of Liability Insurance. For more information regarding insurance requirements, please contact the department of Environmental Health & Safety.

Animals

RWC welcomes Guide or Assistance animals utilized by guests with disabilities in accordance with ADA regulations. All other animals are prohibited at all RWC facilities.

Guest Conduct

RWC is committed to providing a fun, entertaining, exciting, and safe environment for all of our guests. Guests interfering with an event or causing offense to other guests may be asked to leave the facility and maybe subject to prosecution. Users are expected to be responsible, courteous, and safety conscious. Users and/or organizations that disregard policies and guidelines may be asked to leave the facility and could experience a loss in recreational services.

Tabling and Promotional Events

Registered Student Organizations (RSOs), UCF departments, and external organizations must have a reservation in order to table at the RWC Front Steps or indoor lobby. As with any reservation by an external organization, a certificate of liability insurance and endorsement must be presented in order to table.

Prohibited Items and Services

- Housing vendors
- Credit card vendors
- UCF logo materials
- Books and textbooks
- Alcoholic beverages and alcoholic beverage vendors, including bars, night clubs, and happy hour specials
- Tobacco products
- Any services directly competing with those offered by the Recreation and Wellness Center, including but not limited to fitness facilities, nutritional supplements, personal training services, and massage services, unless otherwise approved.

Prohibited Activities

- Food or drink cannot be distributed unless prepackaged and prior approval has been granted by RWC Administration
- Petitions cannot be distributed or signed during tabling
- Advertising for bars, alcohol, or tobacco related activities is prohibited
- RSOs and UCF departments shall not partner with any outside business when tabling
- Music may be played at an appropriate volume; explicit lyrics are prohibited
- Soliciting of any kind and the sale of merchandise is strictly prohibited

Facility Policies

Each facility has a set of policies pertaining to that recreational area. For individual facility policies, please visit the Recreation & Wellness Center website at www.rec.ucf.edu.