



Student Development Complex Facility Reservation Procedure

POLICY:

Permission to use any Student Development Complex (SDC) facility must be obtained from the Associate Athletic Director-Facilities & Operations, or other authorized personnel. ***Student organizations must be registered and approved by the Dean of Student Affairs Office to reserve facilities in the SDC.***

There is an open reservation period beginning the 13th week of the spring semester. During this period, all groups (registered student groups, campus groups and community programs and groups) are able to reserve space in the SDC for the following academic year. These reservations are processed on a first come first served basis; according to the Board of Control Policy 9.21. ***Priority will be given to Varsity Sports Schedules, Physical Education (PE/IM) classes and activities, and student organizations.***

Registered student groups will be allowed to use the facility up to two hours after building closing time without incurring any charges. Due to the large demand for space, reservations may be ***limited to one 2-hour slot per week per organization.***

Registered student groups will not be charged any fees for use of the facility if the event falls within the normal hours of operation (including the aforementioned two hours after closing) with the exception of charges for ice rental and lifeguards for private, non-regular pool use, or other non-regular facility use. All lifeguards must be employees of Michigan Tech University and certified by Red Cross. All other groups will be charged a fee in accordance with the established rental rates.

Any student group charging a fee for admission or attendance will be charged a rental fee and/or set-up fee in accordance with the established rental rates. The final charge shall be determined at the discretion of the SDC Management. Certain areas are only available on a rental fee basis.

The groups assume full responsibility for and agree to protect Michigan Tech University property, maintain order, and comply with the rules and regulations of the University and the SDC. Failure on the part of the User and/or guests to follow such rules and regulations or the mistreatment of the facilities shall result in the immediate termination of use of the facilities.

As an approved Michigan Tech organization, all non-student members must have an annual SDC membership or purchase a discounted daily pass from the Ticket Office, each time they use the facilities. These members will only have access to the area the activity is taking place. Locker room facilities will not be available to members purchasing the discounted daily pass. A discounted daily pass will only be available for the scheduled club activity time. A full priced daily pass will have to be purchased at other times.

If it is found any group is not complying with the rules and regulations of the University and/or Athletics & Recreation, they will be reported to the Director of Student Activities which could result in a charge to the organizations for the standard hourly rate for using the facility.

PROCEDURES:

Persons/groups desiring to reserve any SDC facility should do the following:

1. Stop by SDC room 142 and check on the availability of the desired date/time or check online at www.sportsrec.mtu.edu/sdc Room/Field Schedules. Reservations may be made beginning the ***13th week of the spring semester*** for the following year. These reservations would be processed on a first come first served basis after the above name policy. ***Requests may be limited to one 2-hour slot per week per organization.***
2. Complete the Facility Reservation Form in either print format or online. If needed, SDC personnel will assist in completing the form, and will confirm availability of request.
3. Make any required deposit or payment.
4. Special events are negotiable and need to be arranged with the Associate Athletic Director-Facilities & Operations.