**Student Organization Recreation Center Reservation Policies**

- Only recognized University of Michigan-Flint Student Organizations can reserve space
- No blanket reservations
- Three reservations (two hours maximum) per organization on the schedule; one 3 – 5 hour Special Event Reservation per organization per semester on the schedule
- Make reservation during business hours (Monday – Friday 7:30am – 6:30pm) minimum of one day prior to activity/ event: Steff Anderson steffana@umflint.edu 762 3441; Amy Clolinger amycl@umflint.edu 810 237 6698 Gary Parr gparr@umflint.edu 810 762 3336
- Cancellations must be made at least six hours prior to the scheduled start of an event or the organization will be considered a “no show”; multiple “no shows” may result in forfeiture of reservation eligibility.
- One gym court, maximum, available for reservation 5pm – closing, Monday – Friday when no IM activities are scheduled; one gym court maximum available on Sat/Sun depending on Rec center schedule
- No court space available for reservation 5pm – 10pm on IM nights
- More than one court may be available prior to 5pm, Monday – Friday, depending on Rec Center schedule
- 2 hour time limit per activity/event
- Each organization eligible for one 3 – 5 hour activity/event per semester depending on Rec Center schedule; must submit written request & event plan
- Students may not make reservations under the name of an organization for use by members of another organization or by students and individuals not affiliated with the organization
- Aerobic Dance Room and Lower Level Fitness Room not available on drop-in basis; must be scheduled in advance
- Activities Area is not available for reservation
- Areas available for drop-in use, depending on Rec Center schedule, include gym, Activities Area, racquetball courts, Weighbex (weights), Cardio Room, swimming pool
- All participants, including coaches, trainers, spectators and other personnel must be UM-Flint Students with valid MCard or have Rec Center Membership or Day Pass purchased according to Rec Center pricing policies and procedures
- Fees will apply to all activities/events which are scheduled for times outside of regular Rec Center operating hours
- Activities/events to be scheduled for times outside of regular Rec Center operating hours require reservation of space 90 days prior to the activity/event
- Sanctions, including loss of reservation privileges, may be applied to those organizations who are unwilling or unable to follow “Student Organization Recreation Center Reservation Policies”
- Rec Center safety, security and liability policies and procedures in effect for all activities/events

2/25/2015