

## Policy and Procedure

<b>Department:</b> Recreation + Wellness	<b>Section:</b> Recreation and Wellness
<b>Title:</b> Events	<b>Effective Date:</b>
<b>Authored by:</b> Lucia Zamecnik	<b>Approval Date:</b>
<b>Approved by:</b>	<b>Revision Date:</b>
<b>Type:</b> Departmental Policy	

**Purpose:** The purpose of this policy is to provide a general outline for those looking to reserve areas within the Recreation and Wellness facilities for events.

**Scope:** All event requests for Kiewit Fitness Center, Rasmussen Fitness and the Sports Complex

**Policy:**

1. All events that are submitted by students, faculty/staff and the public requesting to reserve areas within the Kiewit Fitness Center, Rasmussen Center, and Sports Complex must be approved.
2. All outside groups MUST be approved by the university prior to reserving areas.
3. Any groups with individuals under the age of 19 (minors), must be approved by the university prior to reserving any areas.
4. The [Freedom of Expression and Active Dialogue policy](#) must be followed and completed prior to reservation of spaces within Recreation and Wellness facilities.

**Procedure:** Priority for certain areas and times fall to: academics, CREW programs and other university related programs BEFORE any outside reservations.

Below is the fee structure for all areas that can be rented with the Kiewit Fitness Center and the Rasmussen Center.

<b>Kiewit Fitness Center and Rasmussen Fitness and Sports Center Rental Fees</b>			
<b>Spaces</b>	<b>Tier 1 – Registered Student Organizations</b>	<b>Tier 2 – University Departments/Affiliates</b>	<b>Tier 3 - Public</b>
<i>Kiewit Fitness Center Space</i>			

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Classrooms (KFC 145 and 148)	No User Fee	No User Fee	\$50.00 per classroom
Multi-purpose Room	\$10.00 booking fee	\$25.00 per hour	\$50.00 per hour
Lobby	No User Fee		\$50.00 per day
Spine	No User Fee		\$50.00 per day
Patio	Reserved via Central Reservations		
Lawn	Reserved via Central Reservations		
Fitness Forum	No User Fee	\$30.00 per hour	\$50.00 per hour
<u>KFC Courts</u>			
Court A	\$25.00 booking fee	\$30.00 per hour	\$40.00 per hour
Court B	\$25.00 booking fee	\$30.00 per hour	\$40.00 per hour
Court C	\$25.00 booking fee	\$30.00 per hour	\$40.00 per hour
Court D	\$25.00 booking fee	\$30.00 per hour	\$40.00 per hour
Court E	\$25.00 booking fee	\$30.00 per hour	\$40.00 per hour
2 Courts	\$50.00 booking fee	\$60.00 per hour	\$80.00 per hour
3 Courts	\$75.00 booking fee	\$90.00 per hour	\$120.00 per hour
4 Courts	\$100.00 booking fee	\$120.00 per hour	\$160.00 per hour
All Courts	\$125.00 booking fee	\$150.00 per hour	\$200.00 per hour
<u>KFC Track</u>	No User Fee	\$15.00 per hour	\$25.00 per hour
<u>Racquetball Courts</u>			
Court 1	No User Fee	\$10.00 per hour	\$20.00 per hour
Court 2	No User Fee	\$10.00 per hour	\$20.00 per hour
Court 3	No User Fee	\$10.00 per hour	\$20.00 per hour
Court 4	No User Fee	\$10.00 per hour	\$20.00 per hour
2 Courts	No User Fee	\$20.00 per hour	\$40.00 per hour
3 Courts	No User Fee	\$30.00 per hour	\$60.00 per hour
All Courts	No User Fee	\$40.00 per hour	\$80.00 per hour
<i>Rasmussen Fitness and Sports Center Space</i>			

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FitNest	No User Fee	\$30.00 per hour	\$50.00 per hour
<u>RC Track</u>	No User Fee	\$15.00 per hour	\$25.00 per hour
<u>Field Turf</u>			
Entire	\$75.00 booking fee	\$90.00 per hour	\$125.00 per hour
<b><i>Additional Charges</i></b>			
Staffing before or after scheduled hours	\$15.00 per hour	\$15.00 per hour	\$25.00 per hour
Outdoor Sport Equipment	\$25.00 deposit	\$25.00 deposit	\$25.00
Stage Rental	\$50.00	\$50.00	\$50.00
House Sound System	\$100.00	\$100.00	\$200.00
Portable Sound System	\$25.00 deposit	\$25.00	\$50.00
<u>Floor Covers (KFC Courts)</u>			
1 -2 courts	\$200.00	\$200.00	\$200.00
3-4 courts	\$275.00	\$275.00	\$275.00
All 5 courts	\$325.00	\$325.00	\$325.00