

## Policy and Procedure

<b>Department:</b> Recreation and Wellness	<b>Section:</b> Kiewit Fitness Center and Rasmussen Center- Rental Fees
<b>Title:</b> Recreation Rental Fees	<b>Effective Date:</b>
<b>Authored by:</b> Lucia Zamecnik	<b>Approval Date:</b>
<b>Approved by:</b>	<b>Revision Date:</b>
<b>Type: Departmental Policy</b>	

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

**Scope:** All approved events that are submitted by students, faculty/staff and the public are all allowed to reserve/use areas within the Kiewit Fitness Center and Rasmussen Center. All proper steps and channels must be followed to reserve areas within the Kiewit Fitness Center and the Rasmussen Center.

### Policy:

1. All events/reservations must be approved by Centralized Reservations/and CREW.
2. Below is the fee structure for all areas that can be rented with the Kiewit Fitness Center and the Rasmussen Center.
3. Priority for certain areas and times fall to: academics, CREW programs and other university related programs BEFORE any outside reservations.
4. All outside groups MUST be approved by the university prior to reserving areas.
5. Any groups with individuals under the age of 19 (minors), must be approved by the university prior to reserving any areas.

<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>
<b><i>Kiewit Fitness Center Space</i></b>			
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

## Policy and Procedure

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
<b><i>Rasmussen Fitness and Sports Center Space</i></b>			
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>			

## Policy and Procedure

Entire	\$75.00 booking fee	\$90.00 per hour	\$250.00 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

**Procedure:** \* This portion of this policy will be discussed more once CREW and Centralized Reservations have discussed the reservation policy more in depth. Currently, we do not have an outlined procedure.

**Accountability/Follow-up:** \* This portion of this policy will be discussed more once CREW and Centralized Reservations have discussed the reservation policy more in depth. Currently, we do not have an outlined procedure.