



# CAMPUS RECREATION AND WELLBEING

## CSU BAKERSFIELD

### Facility Reservation and Rental Policies

Reservation requests for the use of any of the Campus Recreation and Wellbeing facilities must be submitted via [25Live](#) at least two (2) weeks in advance to allow adequate time to schedule the facility. A request is only confirmed once the Facility Use Agreement has been signed, all approvals have been approved, and a reservation confirmation has been sent to the requestor by an SRC scheduler.

#### **CONSIDERATIONS FOR APPROVAL**

Requests for exclusive use of a Campus Recreation and Wellbeing facilities are considered based on the following factors:

- Facility availability is based on an established schedule and impact on primary users (primary users are Campus Recreation and Wellbeing informal recreation users and Campus Recreation and Wellbeing sponsored programs).
- Compatibility of activity with facility use, function, and regulations.
- Health and safety considerations for participants and potential for damage to facility and equipment.
- Availability of appropriate supervision for safety response and facility protection.

#### **PRIORITY**

Priority for scheduling and use of Campus Recreation and Wellbeing facilities is, as a general policy, extended as follows:

1. Campus Recreation and Wellbeing Informal Recreation.
2. Campus Recreation and Wellbeing Sponsored Programs (Intramural Sports, Sports Clubs, Group Fit, Wellness Workshops, Campus Recreation and Wellbeing Special Events).
3. CSUB Recognized Student Clubs & Organizations – event limited to CSUB.
4. CSUB Recognized Student Clubs & Organizations – even open.
5. CSUB Departments and Offices – event limited to CSUB.
6. CSUB Departments and Offices – event open.
7. Off-Campus Non-Profit Organizations – recognized by the IRS as a 501(C)(3) corporation.
8. Off-Campus Organizations

#### **GUIDELINES**

- Requests for fitness, health, wellness, recreation, or sport-based events are given preference.
- One-day or short-term- use requests are given preference.
- Events should encourage participation rather than being primarily spectator events.
- Events must allow informal recreation to occur in other facility areas.
- Events should be scheduled during regular facility operating hours. Availability is based on overwhelming need and demonstrated inability for the event to occur during regular hours.

- Reservation requests should include set-up time, event time, and take-down time. Groups are expected to conclude their events at the agreed-upon times, or a Surplus Time Fee may be charged.

## SAFETY AND INSURANCE

- Requests should explain the event supervision plan and safety plan. In some cases, at least one of the attending individuals must have current First Aid/CPR/AED certification and be present at all times.
- It may be determined that a Campus Recreation and Wellbeing Student Manager on Duty, UPD, or other campus-approved security company must be present during an organization’s event. The sponsoring organization is responsible for the cost of all security personnel required for the event.
- Injuries must be reported to a Campus Recreation and Wellbeing staff member immediately.
- Depending on the nature of the event and participants, signed liability waivers may be required, and insurance with additional insured endorsement may also be required. Current requirements are as follows:

Consultants/Professional Service Providers	Minimum Coverage	Certificate of Insurance	Additional Inured
General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate	X	X
Automotive Liability	\$1,000,000	X	
Professional Liability <b>*If obtained</b>	\$1,000,000	X	
Workers’ Compensation	Statutory	X	*Waiver of subrogation required

- Animals are not allowed except those assisting individuals with disabilities. Service animals should be registered with the Office of Services to Students with Disabilities.
- Bicycles, skateboards, scooters, etc., are not allowed in the Campus Recreation and Wellbeing facilities.
- Security cameras are in place to monitor access to doors and activity areas.
- In an emergency, please call 2111 (University Police) and notify Campus Recreation and Wellbeing staff immediately.

## CONDUCT

- The goals of the Campus Recreation and Wellbeing department are to offer a broad range of recreational opportunities to meet the campus community’s needs, encourage physical wellbeing, promote interaction that develops a sense of community, emphasize safety, demonstrate service, and support the appropriate use of resources. Any conduct that interferes with these goals or detracts from the enjoyment of others is detrimental to the program and may result in disciplinary action.
- The Campus Recreation and Wellbeing staff reserves the right to refuse service to any participant or event attendee who violates any policy of engaging in verbal or physical abuse.

## RATE SCHEDULE

- There is no cost for recognized student organizations requesting facilities exclusively for the use of the campus community. Except for Gym use requiring floor covering.

## COSTS

- Facilities may not be used for commercial purposes or personal gain. A fee may be charged for philanthropic or fund-raising events with prior written approval from appropriate campus personnel.
- The sponsoring organization is responsible for the hourly rate for costs associated with required set-up/take-down as determined by the Coordinator for Facilities & Membership Services and/or the Campus Recreation and Wellbeing Director.
- The sponsoring organization is responsible for the hourly rate for cost associated with staffing as determined by the Coordinator for Facilities & Membership Services and/or the Campus Recreation and Wellbeing Director.
- Gym use requiring floor covering is a minimum three-hour charge plus an additional set-up/take-down charge.
- The sponsoring organization is responsible for the cost of damage and/or excess clean-up for facilities or equipment.
- Any reservation over 10 hours is charged a daily rate equal to the 10-hour total.
- After-hours use requires a \$100 per hour utility charge plus additional supervision costs.
- If the other courts in the gym are not available for Campus Recreation and Wellbeing participant use, the rental rate for the entire gym will apply.
- The Campus Recreation and Wellbeing department has 145 folding chairs, 19 – 60” round tables, and 10 – 6’ folding tables available for rent. All other arrangements for tables, chairs, podiums, stages, technology, etc., are not provided through the Campus Recreation and Wellbeing department and are the sponsoring organization’s responsibility. Some sports equipment is also available for rent for an added fee. The equipment required should be discussed prior to the event. Any last-minute requests may or may not be accommodated, and if so, will be charged to the sponsoring organization post-event. Some events will require a meeting with the Coordinator of Facilities & Membership Services.
- Each room must be left in the condition in which it was found. Tables, chairs, etc., must to be returned to their original position. All Campus Recreation and Wellbeing property is to be accounted for and left in the condition it was received. Moving equipment from one space to another is not allowed. The cost for misuse of Campus Recreation and Wellbeing property will be charged to the sponsoring organization.
- Other charges:
  - \$50/hour for the Track
  - \$50 cancelation fee if a scheduled event is not canceled 72 hours before the event start date.
  - \$50 “rain site” fee
  - \$75 Facility Use Agreement Safety and Risk Management Fee
- The University President must approve all exceptions to the Campus Recreation and Wellbeing rental costs in writing.
- All rentals for off-campus non-profit and for-profit organizations require a non-refundable 50% deposit of all estimated charges at least seven (7) days before the event. Failure to provide the same will cause the cancellation of the event.
- Organizations that are 120 or more days in arrears of payment for previous rental of Campus Recreation and Wellbeing of Student Enterprises Inc. facilities will not be permitted use of facilities until full payment is received.
- If the event has 200 or more people, event staff will be scheduled at an additional cost.
- All costs are estimates and are only final once an invoice is issued.

## CONSIDERATIONS

- The Campus Recreation and Wellbeing Rental and Reservation policies are in addition to the Facility Use Application and any other required University documents.
- Groups must uphold general [facility policies](#) at all times. If, for any reason, a group does not abide by the reservation and facility policies, their event may be ended early or canceled. In the event of such an occurrence, no refund will be given.
- Projected sound (sound system, boom box, laptop, etc.) is permitted with prior approval. Campus Recreation and Wellbeing staff members reserve the right to determine the acceptability of music volume and lyrics.
- Food and beverages must be approved through Campus Recreation and Wellbeing Staff.
- Food and beverages are limited to the lobby area, the conference room, the Solario, and, when the protective floor covering is in place, the gym.
- Glass, gum, tobacco, alcohol, or illegal substances are prohibited in or at Campus Recreation and Wellbeing facilities.
- CSUB is a smoke-free and tobacco-free campus. The use of cigarettes, pipes, cigars, and other “smoke” emanating products, including e-cigarettes, vapor devices, and other like products are prohibited.
- Spitting in the drinking fountains or on any facility floor is not permitted.
- Non-marking closed-toe athletic footwear must be worn during physical activity events in Campus Recreation and Wellbeing facilities. Campus Recreation and Wellbeing staff members reserve the right to determine the acceptability of footwear.
- Game rules for sports competitions must be reviewed and approved by the Campus Recreation and Wellbeing Coordinator of Competitive Sports before the event. Rules should be consistent with Intramural Sports rules or, in the case of sports club activities, the activity’s national governing body.
- Outside fitness instructors are not allowed. All instructors must be Campus Recreation and Wellbeing employees. To secure a fitness instructor for your event, please contact the Sr. Coordinator for Fitness & Wellness at 661-654-2882.
- The Campus Recreation and Wellbeing staff has the final authority in all decisions related to participant, spectator, and staff safety, potential facility damage, non-compliance with facility regulations, or staff requests. This includes the authority to modify or discontinue any activity. Event organizers are expected to support and assist staff in all decisions.
- Campus Recreation and Wellbeing staff have access to all facilities at all times.
- The role of the Campus Recreation and Wellbeing staff at events is to protect Campus Recreation and Wellbeing and CSUB property and equipment. Additionally, they will assist with safety issues. All other aspects of event staffing are the responsibility of the event organizers. Officials for some sporting events may be scheduled through the Coordinator of Competitive Sports at the cost of the sponsoring organization.
- Any group wishing to advertise for their event at any Campus Recreation and Wellbeing facilities must get approval from Campus Recreation and Wellbeing staff. Failure to do so will result in any signage being taken down or advertising groups being asked to leave.
- No items may be hung, pasted, or affixed in any manner to the facility walls, doors, windows, or floors without prior approval from the Coordinator for Facilities & Membership Services or the Campus Recreation and Wellbeing Director. If you want signs at your event, contact the Coordinator for Facilities & Membership Services to make arrangements. Balloons, confetti, glitter, fog machines, candles, incense, or other flammable materials are not permitted in the Campus Recreation and Wellbeing facilities.

- An inclement weather plan will be made prior to all outside events. This may include planning on delaying, rescheduling, or canceling the event. If there is lightning in the immediate area, all outside facilities must be cleared until the area is deemed safe per the Campus Recreation and Wellbeing Emergency Action Plan.
- The Department of Campus Recreation and Wellbeing is not responsible for personal items left or lost in any of the facilities. Any lost and found inquiries can be made at the Membership Services Desk in the Campus Recreation and Wellbeing building. Valuables (jewelry, keys, IDs, phones, etc.) will be turned into UPD.
- The Department of Campus Recreation and Wellbeing does not provide parking. If you would like parking added to your reservation at a cost, let the Coordinator for Facilities and Membership Services know, and they will add it as a resource to your reservation. The University Police Department can arrange parking codes or parking lot exemptions.