



## Recreation & Wellness Reservation Policies

### Space Usage Priority

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Thank you for your interest in reserving our space. The Department of Recreation & Wellness has the following priority usage for our spaces. Our first priority goes to the programming of our department needs (intramural leagues, fitness classes, etc.) as well as to support academic/class usage. Second priority goes to other UNCG departments and student organizations. Third priority is given to external group (not affiliated with UNCG) reservations.

### Timeline

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All reservations must follow this timeline:

Number of Days Prior to Event	Tasks to be Completed No Later than this Date
30	Event must be submitted through EMS
21	Requester must have a meeting with the Special Event Coordinator
14	The event agreement must be completed and returned
7	All event charges and fees must be paid

Failure to meet any of these deadlines will result in the cancellation of your reservation.

### Cancellations

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In the event that you cancel your reservation, you will receive a full refund if it is cancelled at least 5 business days prior to your reservation. If the event is cancelled less than 5 business days prior to your reservation, you will not receive a refund. If we cancel your event due to inclement weather, you will receive a full refund.

### Facility Guidelines

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We love our facility and hope you do too. In order to keep everyone safe and the facility in tip top shape, we ask that you adhere to the following guidelines during your reservation.

- Please enjoy viewing the facility however your reservation only allows you to participate in the space you reserved. Children must be actively supervised at all times and are not allowed to be on any equipment outside of your reserved area.

- All decoration and signage needs should be preapproved. Prohibited items include: tape, glitter/confetti, and balloons.
- Concession stand needs or any outside sales must be preapproved (i.e. concession stands, t-shirt sales, other vendors).
- Food should be kept in the lobby unless preapproved (i.e. catering). Drinks are welcome in the activity areas but should be in a closed container.
- Recreation & Wellness staff are not responsible for any of your items during your event.
- Please have all participants for your event check in at the front desk as they enter.
- Please clean up after your event.
- Please be aware that our staff will be there at the time of your event. If you need more time to setup for your event, we would be happy to change the time but please do not begin setting up until our staff is present.
- The Recreation & Wellness staff has the final say if field conditions are unsuitable due to inclement weather. If you need a rain location or date please discuss this at your planning meeting with the Special Event Coordinator.

**The Department of Recreation & Wellness is not responsible for any parking tickets or fines incurred by participants.**

## Additional Guidelines for Unaffiliated Groups

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- **Comprehensive Liability Insurance**
  - All unaffiliated groups using University facilities shall provide a certificate of insurance, written by a company licensed to do business in the State of North Carolina, listing the University as an additional insured. This would include all Group C events (external events), and unaffiliated co-sponsoring organizations in Group B events (events with UNCG and external participants).
  - Coverage will not be less than:
    - Bodily injury \$1,000,000 per occurrence; \$3,000,000 aggregate.
    - \$100,000 property damage per occurrence.
  - The University reserves the right to require the requesting party to provide additional insurance based on the specific nature of the event. Property Damage coverage of \$100,000 may be waived for very low risk activities if approved by the University's Office of Enterprise Risk Management, in consultation with the University's Counsel.
  - Group C proof of insurance will be handled through the designated Event Manager or through the Division of Continual Learning. Where there is not an Event Manager for a Group B event, the UNCG sponsoring department must see that unaffiliated cosponsoring organizations send proof of insurance to the Recreation & Wellness administrative office. Failure to do so could result in cancellation of the event.
- **Indemnification**
  - The requestor must agree to indemnify and hold the University of North Carolina at Greensboro and the State of North Carolina free and harmless from all liability, loss, damage, costs and all other claims for expenses asserted against the university which may arise from injuries to persons or property occasioned by attendance at or participation in this event except for those damages resulting from negligence on the part of an agent of the university and covered under the North Carolina Tort Claims Act.
- **Curtailment**
  - If the university should be unable to carry out this contract by reasons of accident, strike, labor dispute, sickness or death of key personnel, or in the event the agreed upon premises are destroyed or rendered untenable by fire, storm, or others casualty, the university shall not be liable under this agreement. The Client shall be obligated to pay the fees stipulated herein only for those services, activities, and events which shall have occurred prior to said casualty or circumstance
- **Compliance with University Policies**
  - The Client agrees to abide by and to insure that its members and participants comply with all applicable university policies and rules, including but not limited to all nondiscrimination, sexual harassment and alcoholic beverage policies.

- The Client shall provide adequate and appropriate supervision of all persons associated with this event during their stay at UNCG including unscheduled periods of time.
  - If, in the discretion of UNCG, security is required for any event, such security will be provided through UNCG's Department of Public Safety and Police, at the Client's expense.
- **Use of University Name, Logo, Trademark and WordMark**
  - The Client may not use the name of the University of North Carolina at Greensboro in any way which implies sponsorship of an event unless granted written approval by the Director of UNC-Greensboro Campus Recreation. Copy for all proposed advertising shall be provided by the Client to Campus Recreation administration for approval.
- **Applicable Law**
  - This agreement shall be governed by the construed in accordance with the laws of the State of North Carolina. By execution of this agreement, Client hereby subjects itself to the jurisdiction of and consents to be sued by UNCG in any appropriate court of the State of North Carolina or in the United States District Court for the Middle District of North Carolina. Client agrees that the filing in any such court of a true copy of this agreement shall be evidence of such consent, and that any summons, complaint, or other documents required by UNCG to commence any lawsuit may be served up Client in the same manner as notices are given under this agreement.