

Campus Recreation Center Reservation Policies

Purpose

The Northern Kentucky University (NKU) Department of Campus Recreation is committed to providing safe and inviting facilities for NKU students, faculty, staff, and alumni for the purpose of academics, recreation, and athletics in an effort to support the University's mission. In addition, it is understood that NKU is a regional institution and is committed to serving the surrounding community whenever possible. The Department of Campus Recreation has established the following Facility Scheduling and Rental Policy to provide a consistent and equitable framework for the scheduling of the Campus Recreation Center (CRC).

Campus Recreation Center Reservation Eligibility

- **Student Organizations must be registered with the Office of Student Engagement and/or Greek Life**
- **Student Organization Summer Meeting Reservations: Student organizations reserving space in the**
- **NKU administrative departments must be officially recognized by the university to gain facility res**
- **Groups other than NKU student organizations and departments can rent the facility but must prov**

Facility Scheduling and Rental Policies and Procedures

- All groups interested in reserving space in the Campus Recreation Center must submit a completed request form.
- The Campus Recreation Center may be requested for tournaments, sporting competitions, or special events.
- Requests will be processed in the order in which they were received and prioritized according to the calendar.
- The sponsor for the event or reservation is responsible for the actions of all individuals that participate in the event.
- Any group approved for reservation of the Campus Recreation Center will be responsible for returning the facility to its original condition.
- Picking up and removing trash and/or unwanted items to the trash cans.
- Separating recyclable items and placing in appropriate recycle containers.
- Returning equipment to original location.

- Restacking any borrowed table/chairs and returning to a specified location.
- Events are not considered confirmed until a signed contract has been submitted to the CRC along

Scheduling Priority Policy

1. Campus Recreation programs and academic classes
2. Officially registered student organizations
3. University departments
4. Faculty rentals by other groups

Reservation Timeline

- Reservation requests for student organization and university department events will be accepted

- **Beginning July 1 for Fall Semester**
- **Beginning October 1st for Spring Semester**
- **Beginning March 1st for Summer Semester**
- **Reservation requests for community/non-university events will be accepted following the timeline**
- **Beginning July 15th for Fall Semester**
- **Beginning October 15th for Spring Semester**
- **Beginning March 15th for Summer Semester**

Facility Rental Fees

- **Facility rental fees will be assessed under the following circumstances:**

- All community/non-university reservations.
- If admission fees or registration fees are being charged for the event. (Facility rental fees for students are waived if admission fees are charged.)
- If the event will involve participants that are not current NKU students or faculty/staff.
- Additional fees may be assessed for the use of special equipment/set-up requests including tables, chairs, etc.

Student Organization Summer Activity Reservations

- Student organizations reserving activity space in the Campus Recreation Center during the summer months.

Insurance Policy

- Rental groups are required to provide the university with a comprehensive liability insurance policy.
- All facility rentals by groups other than NKU students and departments.

- NKU student group or department events with participants other than NKU students, faculty/staff
- The insurance policy needs to be for \$1 million dollars of coverage. Affordable short term liability
- <https://tulip.ajgrms.com/>
- Proof of insurance is required at least 2 weeks prior to the event date.

Cancellation Policy

- The sponsor of the reservation shall use the facility at the scheduled time or properly cancel the r
- All cancellations need to be made in writing at least 14 days prior to the reservation date to avoid
- No refunds will be given for reservations that are not cancelled properly.
- Groups will be responsible for paying agreed upon rental fees.

- **Failure to properly cancel reservations will affect future reservation privileges.**
- **Invoices for events or facility rentals hosted in NKU Campus Recreation facilities must be paid within 30 days of the event.**
- **Groups with outstanding payments over 30 days will be considered past due. Groups with past due payments will not be eligible for future reservations.**
- **After 6 months, unpaid invoices will be sent to University Collections. Groups with past due payments will be responsible for the collection of the debt.**