

## IM Field Complex Reservation Eligibility

Student organizations must be registered with the Office of Student Engagement and/or Greek Life to gain facility reservation privileges.

NKU administrative departments must be officially recognized by the university to gain facility reservation privileges.

Groups other than NKU student organizations and departments can rent the facility.

## Facility Reservations: Policies & Procedures

All groups interested in reserving the IM Field Complex must submit a completed Campus Recreation Outdoor Facility Rental Request Form at least (14) fourteen days prior to the requested event date. Forms are available at [campusrec.nku.edu](http://campusrec.nku.edu). Requests will be processed by the Associate Director for Facilities.

The IM Field Complex may be requested for tournaments, sporting competitions or specials events. Event requests will be considered based on space availability, impact to existing programs and the scope and nature of the event itself.

Facility requests need to be submitted using the Outside Facility Rental Form at [campusrec.nku.edu](http://campusrec.nku.edu). Reservations will be processed in the order in which they were received and prioritized according to the Scheduling Priority Policy. Individuals requesting facilities will be contacted by the Associate Director for Facilities to discuss the facility request. Notification of approval or non-approval of facility reservation requests will be provided in writing. Event planning meetings will be required for all events.

The sponsor of the event or reservation is responsible for the actions of all individuals that participate in or attend the event. All participants shall adhere to the regulations outlined in the IM Field Complex Policies. Failure to adhere to stated policies will immediately terminate the

reservation and may result in the loss of future reservation privileges, penalties, fines or disciplinary action.

Any group approved for reservation of the IM Field Complex will be responsible for returning the space to its pre-event condition.

- Picking up and removing all trash and/or unwanted items to trash cans
- Separating recyclable items and placing in appropriate recycle containers
- Returning equipment to original location
- Restacking any borrowed tables/chairs and returning to a specified location

### Scheduling Priority Policy

Campus Recreation programs and academic classes

Officially registered student organizations

University departments

Facility rentals by other groups

\*Open recreation times will be made available each semester. See [campusrec.nku.edu](http://campusrec.nku.edu) for days and times.

### Reservation Timeline

Reservation requests for student organization and university department events will be accepted following the timelines listed below:

Beginning July 1st 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 timelines listed below:

Beginning July 15th for Fall semester

Beginning October 15th for Spring semester

Beginning March 15th for Summer semester

## 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 student organization philanthropy events will be waived if documentation is provided that all proceeds from the event have been donated to the designated charity.

If event will involve participants that are not current NKU students or faculty/staff.

Campus Recreation Sport Clubs are allowed to utilize the IM Field Complex for one (1) fundraising event per semester without being charged facility rental fees.

## Facility Rental Rates

The IM Field Complex has two sets of group rates for the use of facilities.

Student Organization Rate

Department/Community Rate

For information on Rental Fee Schedule go to [campusrec.nku.edu](http://campusrec.nku.edu)

## Supervision and Equipment Charges

Departments and organizations will be responsible for all charges related to supervision and equipment rental at the IM Field Complex. For safety and security reasons the Department of Campus Recreation reserves the right to determine the appropriate number of IM Field Complex supervisors needed for each event. Event supervision requirements will be provided during event planning meeting.

## Insurance Policy

Rental groups are required to provide the university with a comprehensive liability insurance policy with NKU named as the insured in the following instances:

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 insurance policies for events can be obtained utilizing the following website:

<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 or field space at the scheduled time or properly cancel the reservation. The following cancellation policies apply to all groups including student

organizations.

When the fields are deemed playable by the IM Field Complex staff, groups are responsible for utilizing reserved facilities.

All cancellations need to be made in writing at least 14 days prior to the reservation date to avoid penalties.

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.

IM Field Complex staff will make decisions regarding playability no more than 24 hours in advance of the reservation. If fields are deemed unplayable by IM Field Complex staff, no rental fees will be assessed.

Invoices for events or facility rentals hosted in NKU Campus Recreation facilities must be paid within 30 days of the invoice date.

Groups with outstanding payments over 30 days will be considered past due. Groups with past due payments will not be allowed to schedule events or reserve spaces in NKU Campus Recreation facilities until the invoice is paid.

After 6 months, unpaid invoices will be sent to University Collections. Groups with past due payments that have been sent to University Collections will be unable to schedule events or reserve spaces in NKU Campus Recreation facilities until the invoice is paid.

Campus Recreation Sport Clubs are allowed to cancel game or practice reservations two times per semester without penalty by submitting the cancellation in writing 24 hours in advance. If clubs do not properly cancel activities or cancel more than two times in a semester, the club's facility reservation privileges will be suspended.

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