

STUDENT AFFAIRS OP 91.350: Reservation Policies and Procedures for Recreational Sports Facilities

Date: September 9, 2010

Purpose

To establish guidelines governing the use of Recreational Sports facilities at Mississippi State University.

Policy

Facilities managed by the Department of Recreational Sports at Mississippi State University include the Joe Frank Sanderson Center, Sanderson Center Natatorium, Sawyer Tennis Courts, The RecPlex, and the Bulldog Disc Golf Park. These facilities have been designed and developed to contribute to the development of the whole person; to provide a place where students, faculty, and staff can come together for recreational activities; to aid students in the constructive use of their leisure time; to promote healthy lifestyle choices; to provide a constructive outlet for the tensions of academic life; and to enhance academic achievement compatible with Mississippi State University's institutional mission and educational purposes.

Procedure

1. Activity areas managed by the Department of Recreational Sports may be reserved by contacting the Associate Director of Recreational Sports (Recreation Facilities & Operations). Reservation requests will be considered on a case-by-case basis and are subject to the availability of the space.
2. In order to maximize utilization of these facilities, the Department of Recreational Sports has established the following priority for reservations.
 - a. Programs administered by the Department of Recreational Sports: any duly authorized programs such as intramural sports, fitness classes, aquatics programs, and special events, etc. This includes programs administered by the department in conjunction with other campus units.
 - b. Physical education classes include all classes properly reserved by the Department of Kinesiology.
 - c. Club Sports Programs: those clubs that are members of the Mississippi State University Club Sport Alliance.
 - d. Other approved activities including softball tournaments, camps, swim meets, and other events approved by the Department of Recreational Sports.
 - e. Open recreation, which includes any other use of the facilities not otherwise discussed above.
3. No group or individual is permitted to reserve the whole of the Joe Frank Sanderson Center or the Sanderson Center Natatorium during normal operating hours. However, the whole of the RecPlex, the Sawyer Tennis Courts, and the Bulldog Disc Golf Park may be reserved for tournaments when they do not conflict with scheduled campus events.

Within the Sanderson Center, the following activity areas may be reserved: Sanderson Conference Room, Officials' Training Center, Studios A, B, and C, Auxiliary Gym, Rec. Room, Lounge, Climbing Wall, and Natatorium. Activity areas that may not be reserved are the Strength and Aerobic Conditioning Room, Level II, the Velodrome Spinning Studio, and the Track. The Main Gym may be reserved under special circumstances and only as approved by the Director of Recreational Sports.

4. Recreational facilities may be made available to university and non-university groups for extracurricular purposes when the use is in the best interests of the University and is justified by the unique design, function, and availability of the facility. Such use must not interfere with any regularly scheduled function of the facility and must not interfere with official university functions. The use of facilities for extracurricular functions is subject to compliance with facility requirements and university rules, regulations, and policies. Use of facilities by registered and university-related organizations must be in compliance with **OP 91.354 - Facilities Use Policy and Procedures**. Reservations for extracurricular activities should be made as soon as possible, and will be considered on a case-by-case basis.
5. Those using recreational sports facilities may be required to reimburse the department for any costs incident to the use of the facility and will be required to pay a fee when the use of the facility is for the purpose of producing revenue as per **OP 91.354 - Facilities Use Policy and Procedures**.
 - a. Each facility will have its own rate schedule as established by the University and the Department of Recreational Sports and posted on the department's web site <http://www.recsports.msstate.edu> . These fees will be based on the scheduled number of hours the facility will be used from initial set-up through clean-up.
 - b. User fees are assessed to recoup indirect costs and direct expenses associated with a particular event. These include, but are not limited to, wages for facility set-up and clean-up, supervision, equipment usage, and custodial and maintenance services.
 - c. Unless otherwise arranged, payment of the user fee is expected in advance. Please contact the Associate Director of Recreational Sports (Recreation Facilities & Operations) to determine the fee.
 - d. Groups not affiliated with the university must provide proof of liability and damage insurance.

Review

The [Vice President for Student Affairs](#) is responsible for the review of this operating policy every four years or as needed.

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

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9/26/12
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10/17/12
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11/06/12
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