

## **CLUB BOOKING POLICIES – FACILITY USAGE PRIVILEGES**

Only with the approval of the Manager of Facilities and/or Coordinator of Recreation Services and/or designate will Sport Clubs/Societies be granted facility space without rental costs, and this is only within the following guidelines and based on availability and the demand for CKHS facilities.

**Sport Club/Student Society Blocked Booking will take place during the Fall and Winter Semesters in Gym 2 from 5:00 p.m. to 10:00 p.m. on Friday and Saturday evenings. Note: This does not include the final exam periods and during all University holidays in which the facilities will be unavailable.**

Deadline to apply for Sport Club/Student Society facility allocation will be Tuesday, September 20, 2011; and will be by formal application only. A formal application will need to be completed and submitted on and/or before the pre-determined submission deadline date. Priority will be given and limited only to officially registered and recognize **URSU clubs/societies**. **Please note that the formal Club Recognition documentation from the University of Regina Students' Union and complete membership listing, including names and student numbers, must accompany the Facility Application Form.** The Sport Club/Student Society Facility Booking Application Form will be available from the Recreation and Athletics Services Office and/or on line at [www.uregina.ca/recservices/sportclubs](http://www.uregina.ca/recservices/sportclubs).

Facility time will be assigned and booked based upon the order in which the applications are received, will be consecutive for the semester and will be in 90 minute increments. Although groups will be assigned a 90 min booking they will be asked to complete their activity at minimum of five minutes before their scheduled time ends to allow the transition of one group booking to another. This will afford club members the opportunity to collect their personal belongings, gather up and put away any necessary equipment and vacate the activity area before the next group is scheduled to begin. Any additional times requested, over and above, may be subject to rental costs as determined by the Facilities Manager.

All Sport Club/Society members **must bring their student photo identification card** with them as at anytime the University of Regina Facilities Services personnel may ask participating members to present them. Facility Services has the electronic functionality to scan all student cards to validate academic standing. **Only current registered students will be granted facility access.** If a participating member fails to provide/present their student identification card when asked, they will be asked to leave the activity area immediately. Repeated occurrences may result in termination of all bookings for that Sport Club/Society.

To ensure the safety of all participants proper physical activity attire must be worn, including footwear. Facilities Services personnel reserve the right to ask the individual(s) to leave the activity area until such time that they comply with the dress code policy.

Sport Clubs/Societies wishing to continue their activities during the spring/summer months (i.e. May to August) must make a separate application in writing. Consideration for continued use of the facilities during the summer months will be negotiable based on individual club requirements and the availability of CKHS facilities.

Clubs/Societies will not be charged for their allotted hours of facility space but, may be billed for any additional facility time, special set-up and/or take down costs and/or additional staffing costs. This will apply if the Clubs/Societies are planning a large tournament and/or special event. Any special requirements (set-ups etc.) must be designated in writing. Based upon availability of facilities and services required, notification of approval/denial and estimated charges will be communicated to the club as soon as possible.

Abuse of the facilities, equipment and facility protocols of the University of Regina will not be tolerated and will result in a loss of facility booking privileges.

Due to the demands for the use of facilities by University and/or community special event(s) there may be times when Sport Clubs/Societies facility bookings **may be canceled**. Attempts will be made to provide sufficient advance notice of cancellations of club times. When, and if possible, alternate arrangements will be made.

SPORT CLUB/SOCIETY FACILITY BOOKING APPLICATION FORM  
Centre for Kinesiology, Health and Sport

Name of Sport Club/Society Applying: \_\_\_\_\_

Sport/Activity Being Played:

**Primary Contact**

Name:

Mailing Address:

Home Phone:

Cell Phone:

Email Address:

**Secondary Contact**

Name:

Mailing Address: Postal Code:

Home Phone:

Cell Phone:

Email Address:

\*Please note that you must have two contact people listed in order to be considered for Facility Use.