Facility Reservation/Tours

Facility Reservation/Tours
E.1 Facility Reservation Policy

The Wellness Center is highly demanded by groups who wish to use our facilities on a regular basis. In an effort to find a fair and consistent method of allocating space to various campus groups, the Wellness Center Management Team has developed this request process.

All facility requests must be made through the Wellness Center website.

All Facility Requests submitted to Wellness Center are prioritized as follows:

1. Wellness Center activities: These include formal recreation, recreational sports, group fitness, and other Wellness Center activities
2. Wellness Center sponsored activities
3. Officially recognized student organizations and groups
4. Campus wide special events
5. Non-University Organizations: Includes any group, or individual not affiliated with the University

The Wellness Center Management Team reserves the right to reprioritize or cancel events at any time.

Semester scheduling of the Wellness Center, including all Wellness Center activities and any other standing reservation requests, will take place prior to the start of each semester. After the semester schedule has been set, scheduling of space will be assigned on a first come, first serve basis while using the above priorities.

Scheduling will occur as follows:

**Fall semester** scheduling will commence during the first week of August and an email confirmation of approved requests will be distributed in mid-August after the scheduling process has been completed by the Wellness Center.

**Spring Semester** scheduling will commence during the first week of December and an email confirmation of approved requests will be distributed in mid-December after the scheduling process has been completed by the Wellness Center.

**Summer Semester** will commence during the first week of May and email confirmation of approved requests be distributed in mid-May after the scheduling process has been completed by the Wellness Center.
Facility Reservation/Tours

E.2 Reservation Procedure

The following steps must be completed before a facility request can be confirmed for a special event:

1. A Facility Request Form must be submitted to the Coordinator of Guest Experience through the Wellness Center website preferably 25 working days prior to event.
2. A planning session meeting may be required with the Coordinator of Guest Experience.
3. All necessary documents and forms must be completed and submitted with appropriate prior to event. Items to be submitted:
   a. Facility Request Form
   b. Written proposal summarizing event
   c. Deposit if applicable
   d. Waiver Statement (Groups II, III, IV)
   e. Facility Use Agreement
Facility Reservation/Tours

E.3 Facility Rental Charges

We recognize and respect that students paid for the construction and operation of the Wellness Center. In order to be equitable we need to recover our direct cost for facility utilization.

<table>
<thead>
<tr>
<th>Wellness Center Rentals/Hr</th>
<th>I Recognized Student Organizations</th>
<th>II UND Sponsored with UND participants</th>
<th>III UND Sponsored with Non-UND participants</th>
<th>IV Non University Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Kitchen</td>
<td>$30</td>
<td>$45</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>Classroom #1-#2</td>
<td>$30/room</td>
<td>$45/room</td>
<td>$50/room</td>
<td>$60/room</td>
</tr>
<tr>
<td>Gymnasium Courts #1-#3</td>
<td>$25/court</td>
<td>$30/court</td>
<td>$35/court-2 hour min</td>
<td>$40/court-2 hour min</td>
</tr>
<tr>
<td>Multi Activity Court</td>
<td>$50</td>
<td>$55</td>
<td>$60-2 hour min</td>
<td>$70-2 hour min</td>
</tr>
<tr>
<td>Climbing Wall</td>
<td>$80-2 hour min</td>
<td>$85-2 hour min</td>
<td>$90-2 hour min</td>
<td>$100-2 hour min</td>
</tr>
<tr>
<td>Yoga/Pilates Room</td>
<td>$40</td>
<td>$45</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>GX Room #1-#2</td>
<td>$40/room</td>
<td>$45/room</td>
<td>$50/room</td>
<td>$60/room</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$30</td>
<td>$45</td>
<td>$50</td>
<td>$60</td>
</tr>
<tr>
<td>Atrium (After hours only)</td>
<td>$75</td>
<td>$80</td>
<td>$85</td>
<td>$90</td>
</tr>
<tr>
<td>Entire Building (After hours only)/3 hour min</td>
<td>$300</td>
<td>$325</td>
<td>$350</td>
<td>$400</td>
</tr>
</tbody>
</table>
Facility Reservation/Tours

<table>
<thead>
<tr>
<th>UND Wellness Center Rentals/Day</th>
<th>I Recognized Student Organizations</th>
<th>II UND Sponsored with UND participants</th>
<th>III UND Sponsored with Non-UND participants</th>
<th>IV Non University Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Kitchen</td>
<td>$150</td>
<td>$175</td>
<td>$185</td>
<td>$200</td>
</tr>
<tr>
<td>Classroom #1-#2</td>
<td>$150/room</td>
<td>$175/room</td>
<td>$180/room</td>
<td>$200/room</td>
</tr>
<tr>
<td>Gymnasium Courts #1-#3</td>
<td>$225/court</td>
<td>$250/court</td>
<td>$275/court</td>
<td>$300/court</td>
</tr>
<tr>
<td>Multi Activity Court</td>
<td>$300</td>
<td>$325</td>
<td>$330</td>
<td>$350</td>
</tr>
<tr>
<td>Yoga/Pilates Room</td>
<td>$150</td>
<td>$175</td>
<td>$185</td>
<td>$200</td>
</tr>
<tr>
<td>GX Room #1-#2</td>
<td>$200/room</td>
<td>$225/room</td>
<td>$250/room</td>
<td>$300/room</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$150</td>
<td>$175</td>
<td>$185</td>
<td>$200</td>
</tr>
</tbody>
</table>

All of the above fees are based on the Wellness Center already being open. If the time scheduled above is prior or subsequent to normal open/close schedule rental rates increase by 1 1/2 and additional staff supervision will be required at the rate of $15 per hour per assigned staff.

Rental Rates do not include any services, extra personnel or set-up needs. Some events require extra services (security, utilities, concessions), or may require special permits or variances. If determined that event falls within this category a Special Event Form and policy located at [http://sos.und.edu/cs/5-1.php](http://sos.und.edu/cs/5-1.php) has been developed by the University which must be completed for such events. An event of this nature will usually be directed from the University however, this may be determined during planning session meeting with Coordinator of Guest Experience.
## Facility Reservation/Tours

### E.4 Other Services and Equipment Provided

<table>
<thead>
<tr>
<th>Equipment/Services</th>
<th>Rate</th>
<th>Equipment/Services</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podium</td>
<td>$25/day</td>
<td>Chair</td>
<td>$1/day</td>
</tr>
<tr>
<td>Easel</td>
<td>$5/day</td>
<td>Volleyball Set-up &amp; Volleyballs (2)/Court</td>
<td>$25/day</td>
</tr>
<tr>
<td>Polycom</td>
<td>$10/day</td>
<td>Basketball</td>
<td>$2/day</td>
</tr>
<tr>
<td>Trash Can</td>
<td>$2/day</td>
<td>Soccer Nets &amp; Soccer balls</td>
<td>$15/day</td>
</tr>
<tr>
<td>Extension Cord</td>
<td>$2/day</td>
<td>Roller Hockey Nets</td>
<td>$10/day</td>
</tr>
<tr>
<td>LCD Projector</td>
<td>$10/day</td>
<td>Staff Supervision or Set-up</td>
<td>$15/hour</td>
</tr>
<tr>
<td>Sound System/Stereo</td>
<td>$25/day</td>
<td>Custodial Services</td>
<td>$15/hour</td>
</tr>
<tr>
<td>Table</td>
<td>$8/day</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Groups I, II, III will not be charged for equipment and services with the exception of if it is determined that additional staffing or custodial services are required for the reservation. However, if the reservation is of a space that doesn’t already include the equipment or service that are required by that reservation there will be a charge to add or provide the necessary pieces of equipment or services.
Facility Reservation/Tours

E.5 Payment Schedule

All reservations will be assessed a deposit equaling 50% of the total facility costs. If cancellation occurs prior to planning session deposit is refunded. If reservation is cancelled after planning session has been conducted and prior to two working days before event all but 10% of deposit will be refunded. If reservation is cancelled, but is cancelled within the two working days prior to the event, the entire deposit will be kept as a cancellation charge. After the event has concluded, a follow-up meeting shall occur preferably 5 working days later. An invoice will be given at this time. The customer shall be given 30 days to pay any remaining fees associated with their event. Failure to make payment will result in, if you are a student, a charge to your personal UND account of facility charges through the business office, loss of facility privileges, possible discipline through the Dean of Students Office, and possible prosecution through the legal channels of the University of North Dakota.
Facility Reservation/Tours

E.6 Cancellation Policy

The Wellness Center Management Team reserves the right to reprioritize or cancel events at any time. Any cancellation by the Wellness Center will be made 48 hours prior to the event and that reservations deposit would be fully refunded. Any room and/or equipment reservation cancellations must be made at least two working days in advance in order to avoid incurring cancellation charges. See Payment Schedule for more details. Reserving parties must notify the Wellness Center in writing of the cancellation of a confirmed reservation. Cancellations must be received by 2:00 p.m. two (2) working days prior to the event by sending an e-mail to monicanilson@mail.und.nodak.edu

Failure to show or cancel a reservation will result in the following:

- First occurrence - warning and deposit will be kept
- Second occurrence - loss of privileges for one month and deposit will be kept
- Third occurrence - loss of privileges for one semester and deposit will be kept
Facility Reservation/Tours

E.7 Damage to Facility and Equipment

Participants utilizing the Wellness Center facility and equipment assume the liability of and agree to compensate the Wellness Center for any damage other than normal wear and tear while it is being used. Facilities that require repair due to damage by participants will be repaired by the Wellness Center or licensed contractor contracted by the Wellness Center. All charges for repair will be charged back to the event sponsor. Photos of the reserved space prior to repair will be used to verify requests for special damage repair fees. If any equipment should be lost during rental event sponsor will be responsible for all replacement costs. All fees must be paid in advance of any additional reservation requests or to proceed with existing request. See the University of North Dakota Code of Student Life: Conduct Regulations and Procedures, section 2-3 for the complete policy regarding prohibited acts and liability.
Facility Reservation/Tours

E.8 Audio Visual Equipment

A limited inventory of audio visual equipment is available on a rental basis for events. Inventory is limited and subject to availability. Audio Visual equipment belonging to the Wellness Center may only be used on the Wellness Center premises. Laptops are the responsibility of the renting organization. Organizations who wish to use their own audio visual equipment must notify the Wellness Center. An equipment test may be necessary for outside equipment to ensure compatibility, and must be scheduled prior to the event. The use of outside equipment may be denied depending on the nature of the equipment and its impact on the rest of the Wellness Center facility. The Wellness Center assumes no responsibility for equipment brought into the facility.
Facility Reservation/Tours

E.9 Food and Beverages

○ Food is NOT allowed at any time in any activity areas (exception: food may be allowed for special events if prior approval/arrangements are granted by the Coordinator of Guest Experience).

○ Drinks are NOT allowed into any activity area with a wood floor. Water and sport drinks may be allowed in cubby areas.

○ Water and sport drinks ONLY are allowed in activity areas without a wood floor. Water and sport drinks must be in a container with a closed lid. Paper/plastic cups with plastic lids and straws (ex. Big Gulp or McDonalds cup) are NOT allowed in activity areas.

○ All containers are subject to substance check at any time by the Wellness Center staff.

○ Glass containers are prohibited at all times.

○ Chewing gum is NOT permitted in the Wellness Center.
Facility Reservation/Tours

E.10  Decorations and Signage

Decorations may not be put on walls or furnishings in the Wellness Center without consent from the Facility Manager or Coordinator of Guest Experience. Decorations must not disguise, cover, or interfere with any safety device, including fire safety equipment such as fire extinguishers, exit signs, sprinkler heads and piping, and fire alarm pull stations. For further information, contact the UND Safety and Environmental Health Office, 777-3341.
Facility Reservation/Tours

E.11 Security for Events

The Wellness Center may require uniformed security officers to be present at an event. The scheduling and expense is the responsibility of the sponsoring organization. If security requirements are not completed, the event will be cancelled.
Facility Reservation/Tours

E.12 Insurance Requirement/Waiver Statements

A Facility Use Agreement document is a University of North Dakota legal document required of all reservations that involve non-UND participants in which the participant agrees to assume all risk of liabilities which may arise out of, or a result from participant’s use of the facility. In addition, commercial general liability insurance will be required.

All non-UND participants shall be required to complete and sign a Waiver of Release of Liability provided by the Wellness Center prior to participating in any activity associated with a given event. Individuals under the age of 18 must have a completed Waiver of Release of Liability signed by their parent and/or legal guardian. These forms will be kept on file in the Administrative Office of the Wellness Center.
Facility Reservation/Tours

E.13 Outreach

Outreach tabletop displays and printed material that are in line with the mission of the Wellness Center and are events that are open to all users of the facility are to occur from our kiosk location in the Atrium. These displays and printed material should be scheduled through the Coordinator of Guest Experience and there will be no cost involved with this reservation. Wellness Center staff reserves the right to remove any material not in line with our mission. Groups reserving the kiosk for printed material space will be limited to a week long reservation. Groups reserving the kiosk for table top displays will be limited to a week long reservation, but must also have a representative present at all times along with their display. If a survey is to be conducted as part of a tabletop display reservation, a copy of an IRB consent form will be required.
Facility Reservation/Tours

E.14 Facility Tours

The Wellness Center provides organized tours for groups or individuals upon request. Groups or individuals may contact the Assistant Director of Membership and Team Wellness to establish an appointment for a tour. A tour will be conducted by a member of the Wellness Center student staff. Self guided tours can occur at any time during Wellness Center operation hours.

Use of facility is not included with a tour. In addition, there is no age minimum for a tour; however any individual under the age of 18 must be accompanied by a Wellness Center student employee at all times.

Individuals with disabilities are encouraged to attend the Wellness Center organized tours. If you are a person with a disability who requires an accommodation during an organized tour, please contact the Wellness Center in advance at 777-9355 or carrieherrig@mail.und.nodak.edu.