

Facility Reservations

The Wellness Center is a student fee supported facility and as such needs to remain open to the entire student body. The Wellness Center has facility reservation policies and rate categories to maintain a balance between serving students and student groups. Individuals may not reserve any part of the facility.

Prioritization begins with members. Secondary use is as follows:

1. Wellness Center use:
 - a. Open recreation, intramural sports, group exercise, other Wellness Center activities
2. Wellness Center co-sponsored activities
3. Congress of Student Organizations recognized groups:
 - a. Sport clubs
 - b. Organizations
4. University Departments:
 - a. Academic classes
 - b. Student recruitment events
 - c. Other events
5. Non-university organizations

The Wellness Center Director or designee reserves the right to reprioritize or refuse to reserve space for an event if it is determined that doing so would be in the best interest of the Wellness Center, NDSU students, or the University. Semester scheduling of the facility including all Wellness Center activities and 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-served basis while utilizing the above priorities. When possible, every attempt will be made to keep one gymnasium court open for general student use.

Eligible Groups

Recognized Student Sport Clubs

Sport clubs that are in good standing with the Congress of Student Organizations may reserve a maximum of three hours per week for practice time if the activity is appropriate for the Wellness Center. If setup is required, setup fees will apply. In addition to practice time, each sport club will be allowed to reserve space for one tournament each semester if space is available.

Recognized Student Organizations

Any student organization in good standing with the Congress of Student Organizations may reserve time for activities during off-peak times and after semester schedules have been determined. Times are typically Friday evenings, Saturdays, and Sundays until 4:00 p.m.

University Departments

University departments may reserve space for a fee during semester breaks, holiday breaks, spring break, or summer semester to pursue issues related directly to the operation or mission of the University. Classes may only be scheduled in the Wellness Center during times determined by the Director or designee, so as not to interfere with general student use.

Athletics administrators/coaches may request space for use by the athletics department, if space is available. Space can only be scheduled during times of the day determined not to interfere with general student use.

The Wellness Center is a student fee supported building that receives no appropriated funding so a facility rental charge will be assessed for the use of space.

Non-University Organizations

Non-university organizations or agencies includes any group not affiliated with NDSU. Groups may only reserve space during semester breaks or summer semester and during regular business hours of the Wellness Center. A facility rental charge will be assessed for use of the space. Special set-ups, equipment or space requests will be considered and if approved, may incur an additional fee. Any outside equipment brought into the facility must be approved by the Wellness Center Director or designee.

Reservation Procedure

To request facility space: https://www.ndsu.edu/wellness/facility/facility_reservations/

- A Wellness Center Event Reservation Request Form must be submitted to the Campus Recreation and Intramural Coordinator at least **six weeks/30 working days** prior to the event.
- A planning session meeting may be required.
- All necessary documents and forms must be completed and submitted with appropriate signatures **three weeks/15 working days** prior to the event.
 - Wellness Center Event Reservation Request Form
 - NDSU Facility Use Agreement that includes proof of liability insurance according to NDSU policy.
- Once all forms have been completed and received, a confirmation will be e-mailed to the requesting organization.

Schedule of Events/Reservation

All reservations will be completed in the order in which they are received, with regard to the priority list stated above.

Payment Schedule

After the event has concluded, an invoice will be sent to the customer who will have 30 days to pay any fees associated with the event. Failure to make payment may result in loss of facility privileges, late fee, and/or University sanctions.

Rental Spaces

Space/Type/Capacity	Amenities Included
Basketball/Volleyball/Badminton 1 court (capacity 85)	Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Rackets, Scoreboards
MAC Gym (capacity 100)	Basketball Hoops, Volleyball Nets, Badminton Nets, Basketballs, Volleyballs, Hockey nets, Soccer Balls
Racquet/Squash/Wally/Hand Court (capacity 8)	Racquets, Balls, Protective Eyewear
Studio B (capacity 50)	Please contact Fitness Coordinator, Mandy Zastre at (701) 231-5209 for available amenities.
Martial Arts Studio (capacity 20)	Bags, Weights, TV/AV Cart
Cycling Studio (capacity 25)	Please contact Fitness Coordinator, Mandy Zastre at (701) 231-5209 for available amenities.
Climbing Wall	Shoes, Chalkbags, Safety Harness, Rope, Clips
Rugby Field	N/A
Classroom (capacity 25)	Tables, Chairs
Equipment Available for Rent	
AV Cart	\$50/day
Stage	\$50/day
PA/Sound System	\$50/day
Floor Protectors (Courts 1-3)	\$50/court
Stage	\$50/day
All reservations need to specify space and amenities requested.	

Rental Rates

Campus Recreation Facility Rental Rates (hourly)	Student Organizations (extra practice time)	University Department	Non-University Organizations
Basketball/Volleyball/Badminton (capacity 85)	\$15/court/hour	\$30/court/hour	\$40/court/hour
MAC (capacity 100)	\$15/hour	\$30/hour	\$40/hour
Racquet/Squash/Wally/Hand (capacity 8 – Racquetball 4)	\$5/court/hour	\$10/court/hour	\$20/court/hour
Studio B (capacity 50)	\$30/hour	\$50/hour	\$60/hour
Martial Arts Studio (capacity 20)	\$20/hour	\$40/hour	\$50/hour
Cycling Studio (capacity 25)	Please contact Fitness Coordinator, Mandy Zastre at (701) 231-5209 for rates.		
Climbing Wall	\$25/hour/group of 1-6 \$35/hour/group of 7-12 \$45/hour/group of 13-18	\$30/hour/group of 1-6 \$40/hour/group of 7-12 \$50/hour/group of 13-18	\$40/hour/group of 1-6 \$50/hour/group of 7-12 \$60/hour/group of 13-18
Staffing: Out of Hour Charges			
Building Manager	\$10/hour		
Climbing Wall Staff	\$10/hour		
Equipment Staff	\$10/hour		
Miscellaneous Fees:			
Set up changes	\$20/change – changes made to set up during an event		
Security Personnel	Current rate as determined by University Police		
Custodial	\$25/hour – will be assessed if food is served or if cleaning required after the event is deemed excessive		

Cancellation Policy

Any space and/or equipment reservation cancellations must be made in writing at least two university business days in advance to avoid cancellation charges. The Wellness Center reserves the right to cancel an event. Failure to show or cancel a reservation will result in the following:

- Loss of reservation privileges
- Regular rental charges will still be assessed.

Damage to Facilities & Equipment

Participants utilizing the Wellness Center facility and equipment assume the liability of and agree to compensate the Wellness Center for any damage to the facility and equipment other than normal wear and tear. Damage caused by participants will be repaired by the Wellness Center or licensed contractor and all charges incurred for the repairs will be billed to the event sponsor. If any equipment should be lost during the rental the event sponsor will be responsible for all replacement costs. All repair fees must be paid in advance of any subsequent reservation requests or to proceed with an existing request.

Additional Facility Policies

Equipment

Groups may provide their own equipment that is not already in place in the room or area they are reserving. All outside equipment must be approved by Wellness Center Director or designee to ensure compatibility with existing equipment and make sure there is no damage to the facility. Any music played by a group must not contain any explicit material.

Food & Beverages

All food and beverages for meetings and events where guest will be charged, must go through NDSU Catering. Renter is responsible for making all food arrangements with NDSU Dining Services. Food and beverages are only allowed in the atrium unless prior arrangement have been made. All food and beverage needs must be approved before the event.

Decorations & Signage

Decorations may not be put on walls or furnishings in the Wellness Center without consent from the Wellness Center Director or designee. Decorations may 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.

Insurance Requirements/Waiver Statements

A Facility Use Agreement is a North Dakota State University document required of all reservations that take place outside of normal operations. In it the participants agrees to assume all risk of liabilities that may arise out of, or result from, participant's use of the facility. In addition, commercial general liability insurance of at least \$1,000,000 is required.

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.