


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 3:002	Supersedes Policy Number: 3:002
Date: June 1, 1991	Dated: August 1, 1986
Subject: Use of Memorial Health Building for Intramural Recreation Activities	
Initiating Authority: Vice President for Student Affairs	TBR Policy/Guideline Reference: 3:02:02:00
Approved:  President	

The Memorial Health Building is primarily for the use of students. It may be used also by faculty, administration, alumni, and approved guests of these groups. It is intended to be used as an educational, recreational, and activity facility for the University and to provide the services and conveniences that the members of the University community may need in their daily life on campus.

I. USE OF FACILITIES

A. Memorial Health Building facilities are to be used primarily for Intramural Recreational activities by APSU students, faculty, and staff.

B. Physical Education Classes:

Physical Education Activity classes may be scheduled in the Memorial Health building when facilities are not available in the Dunn Center. This must be coordinated with and approved in advance by the Director of Intramural Recreation. (Reference: PPM 3:001)

C. Swimming Pool:

1. The Health and Physical Education Department will have priority in scheduling the swimming pool for Physical Education academic classes provided that such scheduling is coordinated with and approved in advance by the Director of intramural Recreation.

2. Recreation swim periods will be scheduled by the Intramural Recreation Department.
3. All other uses of the University swimming pool must be coordinated with and approved by the Director of Intramural Recreation.
4. Qualified lifeguards, approved by the Intramural Recreation Director, must be provided by the user group or by the Intramural Recreation Department. When provided by the Intramural Recreation Department, lifeguards will be compensated by the user group according to Austin Peay State University Policy 3:001.

- D. Recreation Room, Gymnasium, Body Shop (exercise room), Locker Rooms, Lobbies, and Classroom 107, and Racquetball Courts:

Departments and campus organizations may request use of above facilities at times that will not interrupt the regularly-scheduled Intramural Recreation program.

- E. Use of Facilities at times that conflict with Intramural Recreation Department activities:

Use of Facilities may be requested for special events by submitting the Use of Facilities Form (PPM Form 3:001). Consideration of such requests will be based on the extent of interruption of regularly-scheduled activities.

- F. Special Use:

The following, in addition to students, may be eligible to use the Memorial Health Building:

1. University Groups: Groups or organizations composed entirely of members of the University community (faculty, staff, and administrators).
2. University-sponsored Groups: Groups or organizations not composed entirely of members of the University community but sponsored by a recognized University group.
3. Group by Contractual Agreement: A group or organization not composed of members of the University who have contracted with the University to use specified facilities for group-sponsored community activities. Such agreements must be approved by the President.

## II. RESERVATIONS

Reservations may be made by University groups(s) for their own use and by University community group(s) for sponsored activities.

- A. Use of Facilities Form - PPM 3:001: Groups desiring the use of Memorial Health Building facilities must complete a "Use of Facilities" Form, obtained from the Campus Facilities Coordinator located in the University Center. The completed form must be completed and returned to the Campus Facilities Coordinator no later than ten (10) days prior to the date of any planned activity. No form will be processed without signature of the Director of Intramural Recreation.
- B. Preparation Time for the Event: When time is needed to prepare for the event, facilities may be reserved for one-half day (only) prior to the event.
- C. Confirmation of Reservation: Programs and/or activities shall not be advertised or announced before written confirmation is obtained from the Facilities Coordinator.
- D. Early Reservations: Reservations may be filed up to several months prior to the planned event; however, final confirmation will be made no earlier than one month prior to the event.
- E. Block Reservations: "Block" reservations are granted only in the most unusual circumstances and only with approval of the Director of Intramural Recreation.

## III. INTRAMURAL RECREATION HOURS

The Memorial Health Building will generally remain open during the hours posted by the Director of Intramural Recreation. The Memorial Health Building may be closed during conflicting all-campus activities and during preparation period for events to be held in the building, as defined by the Director of Intramural Recreation.

## IV. OVERTIME EXPENSE

- A. If the Memorial Health Building is open later than its regularly scheduled hours, the responsibility for overtime expenses incurred will be borne by the user of the building. These expenses will include but is not limited to such items as overtime payment of the night supervisor and payment for extraordinary custodial assistance.

- B. Financial arrangements for the overtime expenses must be made through the Director of Intramural Recreation. Charges will be assessed prior to the event according to the Procedure for Establishing Costs Incurred in Using University Facilities (see PPM 3:001). Monies will be collected, receipted, and deposited in the appropriate account by the University Business Office. The user group must present a valid receipt to the Director of Intramural Recreation before commencement of the activity.

#### V. CARE OF FACILITIES

Use of the Memorial Health Building is regarded as a privilege. Misuse of facilities will jeopardize future use of the facility and could result in disciplinary action to the responsible group or individuals, taken through the Student Disciplinary system.

#### VI. MISCELLANEOUS

In situations arising for which there is no directly stated policy or for which existing policy is too broad, the Director of Intramural Recreation will interpret the policy and render a decision. Appeals to this decision may be directed to the Vice President for Student Affairs.