

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: V:09:01 DATE: April 4, 1977

SUPERSEDES POLICY NO.: None DATED:

SUBJECT: Use of Memorial Health Building for Intramural Recreation Activities

APPROVED: Robert O. Riggs, President Robert O. Riggs

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, to provide the services and conveniences that the members of this 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 and staff.

B. Physical Education Classes:

Physical Education classes may be scheduled in the Memorial Health gymnasium when facilities are not available in the Dunn Center. This should be coordinated with the Director of Intramural Recreation. (Reference: Policy V:01:04)

C. Swimming Pool:

The Health and Physical Education Department will have priority in scheduling the swimming pool for Physical Education academic classes.

Recreational swim periods will be scheduled by the Intramural Recreation Department.

Other use of the University swimming pool must be coordinated with the Director of Intramural Recreation. 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.

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

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 (see PPM Form V:09:01 attached). Consideration of such requests will be based on the following factors:

1. Contribution of the event to the University community at large.
2. Public service.
3. The extent of interruption of regularly-scheduled activities.
4. The availability of alternative facilities.

- F. Special Use:

The following groups, 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, administrators, and/or alumni).

2. University-sponsored Groups:

Groups or organizations not composed entirely of members of the University Community but sponsored by a recognized University group.

II. RESERVATIONS

Reservations may be made by University Group(s) for their own use and by University Community Group(s) for sponsored activities.

- A. Use of Facilities Form (Reservation Form - See PPM Form V:09:01 attached).

Groups desiring the use of Memorial Health Building facilities must complete a Use of Facilities Form, obtained from the Information Desk at the University Center. The completed Use of Facilities Form must be submitted to the University Center Information Desk no later than five (5) days prior to the date of any planned activity.

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 Director of the University Center.

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 Vice President for Student Affairs.

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 such things as overtime payment of the night supervisor, payment for extraordinary janitorial assistance, and/or payment to University security personnel.
- 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 Policy V:01:04). 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 facilities and could result in disciplinary action to the responsible group or individuals, taken through the University judicial system and/or the Student Affairs Division.

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.