

Section 8 | Facility Reservations & Hosting an Event

Recent policy changes will appear in highlighted and italicized font.

QUICK TIPS

What type of request am I making?

1. Special Event Request
 - Request is for a one-time event at a Recreational Services facility.
2. Practice Request
 - Request for recurring practice time period at a Recreational Services facility.

What facilities are available for use from Recreational Services?

1. Outdoor Facilities
 - Hawkeye Recreation Fields (HRF)
 - Hawkeye Softball Complex (HSC)
 - Hawkeye Rugby Fields
2. Indoor Facilities
 - Field House
 - Hawkeye Tennis & Recreation Complex
 - Campus Recreation and Wellness Center

What needs to be turned in to make a facility request?

1. Special Event Request
 - Facility Request Form
2. Practice Space Request
 - Sport Club Practice Request Form due by the stated deadline for the upcoming period

Where do I find the forms?

Forms can be found under **Forms** on the Sport Club home page on Engage

When do I need to turn in the paperwork?

Special Event Request Forms are due a minimum of two weeks before request date for consideration.

Events are scheduled on a first-come, first-served basis. Sport Clubs are encouraged to turn in requests as one of the first steps of planning their events.

Practice Space Requests are due by the designated deadlines each period, for the following period.

Where do I turn in the forms?

All forms are submitted electronically on Engage.

What do I need to do to host an event?

In order to host an event, many tasks need to be handled. A checklist for holding an event is included in the “How-To” portion of this section.

Can my club request to use Athletics facilities?

Sport Clubs can request to use facilities overseen by the Athletic Department; however, the percentage of approved requests is much lower than Recreational Services facilities. To request use of an Athletics facility, complete the Facility Request Form.

How do I reserve non-Recreational Services facility space?

To reserve space on campus that is not overseen by Recreational Services or Athletics, visit one of the following webpages:

- IMU Meeting Rooms: imu.uiowa.edu/event-services/meetings/
- Banquet/Ballroom Spaces: imu.uiowa.edu/event-services/spaces/
- Outdoor Spaces: imu.uiowa.edu/event-services/outdoor-spaces/

Facility Reservations & Hosting an Event | Definitions & SCP Policies

Different Types of Facility Requests

Special Event Request

A Special Event Request is a request made with the intent to host a one-time event at that facility. Examples include hosting a tournament, match, or clinic. These requests are typically made for weekends as regular Recreational Services programming takes place during the week.

Practice Space Request

A Practice Space Request is a request for a Recreational Services facility space used for regular, recurring practice times. The Recreational Services facilities included in this process are the Field House, Hawkeye Tennis & Recreation Complex, Campus Recreation and Wellness Center, Hawkeye Recreation Fields, Hawkeye Softball Complex, and Hawkeye Rugby Fields. Practice schedules are made at the beginning of each semester - Fall, Spring and Summer - and continue throughout that term. Practice schedules for some facilities may be adjusted mid-semester due to changes in weather or other Recreational Services programming.

Recreational Services Facilities

Field House

The Field House is the home to the Sport Programs Office, and spaces within the Field House are utilized by many clubs. This facility consists of a variety of activity rooms, racquetball courts, eight basketball and volleyball courts, badminton courts, as well as an Olympic Weightlifting room.

Hawkeye Tennis and Recreation Complex

The Hawkeye Tennis and Recreation Complex is located out on West/Hawkeye Campus. The HTRC consists of eight indoor tennis courts, 12 outdoor tennis courts, an indoor AstroTurf space (Hawkeye Turf), and a sport turf activity space the size of a football field (Iowa Turf). The Iowa Turf hosts many Sport Club practices and events, as it is large enough to fit an entire regulation soccer match. This space is shared with Intramural Sports, Intercollegiate Athletics, and outside rentals.

Campus Recreation and Wellness Center

The Campus Recreation and Wellness Center is the flagship facility of Recreational Services. It is home to an Olympic-sized swimming pool, a diving well, three basketball courts (one being a multi-activity court), three activity rooms, and an extensive amount of cardio and strength-training space.

Hawkeye Recreation Fields

The Hawkeye Recreation Fields facility is located on West/Hawkeye campus and consists of four sand volleyball courts, seven Flag Football/Ultimate-sized fields, and five regulation soccer fields. This facility is home to Sport Club practices, Intramural Sports programming, outside rentals, and drop-in use. The HRF are open from early-April through late-October, depending on weather conditions.

Hawkeye Softball Complex

The Hawkeye Softball Complex is located on West/Hawkeye campus and consists of three recreation softball fields and one intercollegiate fastpitch softball field. This facility is home to Sport Club practices, Intramural Sports programming, outside rentals, and Iowa Softball. This facility is available only by reservation.

Hawkeye Rugby Fields

The Hawkeye Rugby Fields are located on West/Hawkeye campus. This facility consists of two rugby pitches and one cricket pitch.

Facility Use

Practices

Sport Clubs are scheduled each semester in Recreational Services facilities prior to the remaining space being made available to other Student Organizations. Depending on space availability, Sport Clubs may only be allotted one practice per week. For spaces and times that are less in-demand, clubs may receive more time and space. If practice time is assigned to a Sport Club, it is expected and required that the club maintain an average of at least 10 members per practice. Should the club not maintain these required numbers, practice space will be taken away until the club can build up appropriate numbers to request facility space again. Clubs must use the space and time scheduled for their club. Clubs are not allowed to move rooms or change practice times without prior approval of the Sport Programs Staff. Clubs must notify the Sport Programs Staff if a practice is being cancelled.

Special Events

If a staffed home event is cancelled less than 24 hours prior to the start of the event or the Sport Programs Staff is not notified of a cancelled event, the club will be charged the hourly rate for the staff supervising the event and for the Athletic Trainer, if one was contracted for the event for the original duration scheduled for the event.

In addition to providing space for a Sport Club event, Sport Programs will provide a Sport Programs Supervisor for all Sport Club events at Recreational Services facilities. The Sport Programs Supervisor can assist with set-up and tear down as necessary, communication between the club officers and the Facility Supervisor, and Risk Management duties.

When hosting Special Events, clubs are required to submit a Post Event Form. The Post Event Form can be found by clicking **Forms** on the Sport Clubs home page on Engage.

Athletic Trainers

Recreational Services has contracted with Athletico to provide Athletic Trainers for certain high-risk clubs at a reduced cost to the club. Those clubs requiring Athletic Trainers for home competitions are as follows:

- *Basketball*
- *Baseball*
- *Boxing*
- *Gymnastics*
- *Ice Hockey*
- *Lacrosse*
- *Olympic Weightlifting*
- *Quidditch*
- *Rugby*
- *Soccer*
- *Softball*
- *Taekwondo*
- *Track & Field*
- *Triathlon*
- *Ultimate*
- *Volleyball*

Facility Reservations & Hosting an Event | Club Expectations

Expectations When Using University Facilities

- Any time a club has reserved a facility, for practice or a special event, the facility must be used.
- If the club cancels a practice, game, or any reservation, the club representative must contact the Sport Programs Office at least 24 hours before the reservation is in effect. Failure to use a reserved area jeopardizes the club's ability to reserve the facilities for future use. *Clubs utilizing Recreational Services staff such as Lifeguards must contact the Sport Programs Office at least 48 hours before the reservation is in effect in order to not be charged the staffing fees for that practice or event.*
- Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Sport Club related activity, will jeopardize the club's continued status as a member of the SCP.
- A Safety Officer is required at all Sport Club practices and events.
- Any club using a facility is obligated to clean up after the activity. Fines can be assessed for failure to clean the facility.
- Facility Supervisors are responsible for Recreational Services facilities. They have the authority to deny unauthorized persons or persons abusing facilities or equipment access to the facility.
- Alcoholic beverages and other illegal substances are not permitted in or at Recreational Services facilities.
- It is the club's responsibility to monitor all club events (including the actions of spectators) to ensure that alcoholic beverages or other food and drink (if not allowed) are not on site.
- Games will be delayed until the problem is corrected and may be canceled if the situation is not addressed appropriately and in a timely manner.
- Clubs must follow all guidelines issued by each facility that they use. For example, the clubs that use the Hawkeye Tennis and Recreation Complex Iowa Turf must follow all guidelines set forth by the HTRC staff.

Facility Reservations & Hosting an Event | How to Request Facility Space

What is the process of requesting reservation of a facility?

Special Event Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Determine what the event is for which you would like to reserve the facility. Be prepared to share details of the proposed event when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found by clicking **Forms** on the Sport Club home page on Engage.

Practice Request

1. Complete the Sport Club Practice Schedule Request Form by the designated deadline.

What Happens After I Submit the Required Forms to the Sport Club Office?

Special Event Request

After the Facility Request Form is submitted on Engage, the form is reviewed by the Associate Director of Sport Programs. If the form is completed correctly, the Associate Director of Sport Programs will pass the form along to the appropriate Recreational Services staff member to check space availability. If the form is not completed correctly, it will be returned to the person that submitted the form for revisions, before being passed along to the appropriate facility manager for Recreational Services.

After the Associate Director of Sport Programs has checked with the appropriate staff member regarding the reservation request, the request will be either approved or denied. If approved, the club's assigned Assistant Director may contact the club representative if more information regarding the event is needed.

Practice Space Request

All Sport Club Practice Request Forms that are properly completed and turned in by the deadline will be used to determine the next semester's practice schedules. As much as possible, priority will be given to clubs with higher point totals in the Sport Club Program Points System. Space is often limited, and the Sport Programs Staff will do the best they can at accommodating all requests.

Special Event Conflicts

On occasion, special events by Iowa Athletics, Intramural Sports, other Sport Clubs, or outside groups may require certain practice sessions to be canceled for particular groups. Please be prepared to make accommodations for your group in these cases. A schedule of affected dates will be released in advance, when possible.

Facility Reservations & Hosting an Event | How to Complete a Facility Request Form

How Do I Fill Out the Facility Request Form Correctly?

The Facility Request Form can be found under **Forms** on the Sport Club home page on Engage. This form must be completed in order to request use of a Recreational Services facility for a special event. Once you have completed all the required fields, click submit. The Associate Director of Sport Programs will then reach out to you regarding your request.

Required Fields

Club Name – Enter the name of your club.

Person Completing Request – Enter your name.

Person Completing Request's Email Address – Enter your Ulowa email address. We may need to email you to ask you more questions about your reservation either before or after approval of the request.

Person Completing Request's Phone Number – Enter your phone number. We may need to call you to ask you more questions about your reservation either before or after approval of the request.

What space would you like to reserve? – Tell us what space you are trying to reserve. If it is a space with multiple courts or fields, tell us how many courts or fields you will be needing for your event.

On what date(s) would you like to reserve space? – If you are requesting space for a one-day or weekend event, include those dates here. If you are requesting space for multiple events over the course of several non-consecutive dates, a separate form will be required for each event. If multiple dates will work for an event, enter the date that you would like the most. If that is not available, we will let you know, at which time we can explore other dates.

What times would you like to reserve each date? Include set-up and tear down times. – These are the times, if approved, the facility will be reserved for your use. Make sure to include enough time for set-up and tear down. You will not be able to use the space until the approved start time, and you must be completely out of the space by the approved end time, being cognizant of other reservations or scheduled activities before or after your reservation. If multiple times on a date will work for your event, enter the start and end times that you would like the most. If those times are not available, we will let you know, at which time we can explore other times.

What is the purpose of this reservation? – What will you be doing with the space? Will you be hosting a match, a clinic, a tournament, etc.? We need to know details of the events taking place at our facilities!

What time will the event begin/games start?

Include the start time of the event, or the first game/match. If there are multiple days, include the start time each day. This information is used for staff scheduling purposes.

At approximately what time will the event/games end?

Include an estimated time of conclusion for the event. If there are multiple days, include estimated end times each day. This information is used for staff scheduling purposes.

If required for your event, for what times should the Athletic Trainer be scheduled (minimum thirty minutes prior to the start of the first game/match)?

Enter the time in which you would like the Athletic Trainer to arrive. Keep in mind that there is a minimum of arrival 30 minutes prior to the start of the event or the first game/match, and clubs pay the cost of having Athletic Trainers.

What visiting groups/clubs will be competing/participating?

Please tell us what other schools/clubs will be involved with your event.

Is this a league sanctioned match/event?

Are you in a league that requires a certain number of matches, and this is part of that? Please let us know.

Does this event have an entry/registration fee? If so, what is the entry/registration fee per team/individual?

We need to know if your club is collecting entry/registration fees. Let us know whether or not you are. And, if you are, please tell us how much.

Please list any special requests/needs for set-up of the event, including equipment. – Let us know if you need anything in addition to just the space. If possible, we will try to accommodate, but we need to know what those needs are. We may follow-up or schedule a meeting with you to get more information to help you out with your event as much as possible.

Facility Reservations & Hosting an Event | How to Complete a Post Event Form

How Do I Fill Out the Post Event Form Correctly?

The Post Event Form can be found under **Forms** on the Sport Club home page on Engage. The event information provides the Sport Programs Office with a recap of your event. Complete all required fields before submitting. Required fields for the Post Event Form are outlined below.

Name of Person Submitting This Form – Enter your name.

Sport Club – Enter the name of your club.

Event – Enter the name of the event to which you traveled to compete. If the travel was just for individual matches, list opponents.

Date(s) of Events – List the date(s) of the competition(s).

Event Location – Enter the city and state in which the event was held.

Host School/Club/Organization – Enter the name of the school, club, or organization that hosted.

Please list the other schools/clubs/organizations that participated – List the names of other schools, clubs, or organizations that participated in this event.

Please list any club or individual honors/recognition received from the event – We want to know how your club did at this event. Include overall winner(s) of the event as well as results for University of Iowa team(s) or member(s).

Please list any injuries/incidents that occurred during the event – Enter brief information for any injuries or incidents that occurred. If no injuries/incidents, put “N/A”. An Accident Report is required to be submitted to the Sport Programs Office for any injuries that occur to University of Iowa students.

How many University of Iowa student members participated in this event – Enter the number of student members that participated.

Photo Upload – This is not required but is desired. Upload any pictures you have of your club participating in this event. We want to showcase our clubs!

Did you travel outside of Iowa City for this event, and if so, did you use club funds for the trip (including reimbursements)? – Select “This event was in Iowa City”

Add Reviewers

Enter the email of your club's Treasurer. If you are the Treasurer, enter the name of your club's President. That individual must approve this form before it can be processed by the Sport Programs office.

Review and Submit – Please review your submission and click the “Submit” button to finish this form. You may also leave a comment for the reviewer if you have any additional information you would like to add to the form.

When Do I Need to Turn in the Post Event Paperwork?

The Post Event Form must be turned in no later than two business days following the event. If forms are not turned in by the deadline, a points penalty will be assessed. The longer it takes to submit the reimbursement request, the longer the person/people being reimbursed will have to wait for that payment to be processed.

How do I request an Athletic Trainer for my club's event?

All clubs listed above as high-risk will automatically be assigned an Athletic Trainer at all registered home events. Reserving Athletic Trainers is managed by the Sport Programs Professional Staff and does not need to be requested. Because we contract with a 3rd party company (Athletico), there may

be a rare instance in which a listed club does not have an Athletic Trainer on-site during an event. Similarly, events not scheduled at least two weeks out may not be provided with an Athletic Trainer.

How do I pay for the Athletic Trainer who attended my club's event?

Athletico bills Recreational Services for all services provided. The Sport Programs Professional Staff will then bill each club who was provided services by Athletico based on the total number of service hours. This money will be automatically withdrawn from the relevant club's sport club bank account. Clubs will be billed for service hours of an Athletic Trainer if the event was cancelled or moved off-campus without 24 hours' notice to the Sport Programs Professional Staff.

Facility Reservations & Hosting an Event | Suggested Special Events Checklist

Reserving a Facility

- See the previous pages of this section to properly reserve a facility for your event

Pre-Event Planning

Visiting Teams/Participants

- Confirm event start time(s)
- Confirm driving directions to event, including parking information and travel time
- Confirm event time length
- Confirm directions to back-up site in case of inclement weather (if applicable)
- Confirm uniform colors in case of conflict

Contingency plan in case of inclement weather

- Obtain back-up site and confirm directions to site for all parties (if applicable)

Referee/Officials Arrangements

- Payment arranged for officials
- Officials meet minimum qualifications for officiating event
- Confirm driving/parking directions for officials, as well as travel time
- Confirm start time and duration of event

Plans for equipment setup – day of or night before event

- Coordinate with Sport Programs Office the set-up of materials/equipment as necessary
**Responsibility for set-up falls with the club*

Insurance

- Obtain proof of insurance if necessary

Tournament Bracket/Format

- Bracket/format prepared and ready with all teams accounted for
- Contingency plan ready in case team backs out or weather causes change
- Teams/participants ensured time for meals/rest in between competition

Athletic Trainer

- Double check to make sure the Sport Programs Staff has arranged for an Athletic Trainer to be present at your event if your club is deemed high-risk.

Your club considerations

- Arrangements to have club members help supervise events, run scoreboards, scorebook, keep trash picked up, etc.
- Confirm event start time and what time members should arrive
- Confirm event time length
- Confirm what uniform to wear
- Confirm who is bringing what equipment
- Arrange to have club stay after to clean-up complex and put equipment away

Day of Event Checklist

- Set-up is complete (tables, goals, water coolers, etc.)
- Beginning meeting for: ground rules, facility guidelines, event format, get visiting consents
- Club works together to enforce facility rules for both participants and spectators
- Club works together to staff event, with at least two club members always present

Post Event Checklist

- Club works together to clean up complex
- Club takes down all equipment and puts it away
- Collect jerseys, uniforms, equipment from members as necessary
- Complete Post Event Form on Engage