

## 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. *Meeting Space Request*
  - *Request for a one-time meeting at a Recreational Services facility.*
2. Competition Space Request
  - Request for a one-time game, tournament, or competition at a Recreational Services facility.
3. *One-Time Practice Space Request*
  - *Request for a one-time practice at a Recreational Services facility which may be in addition to any recurring practices already scheduled.*
4. Recurring Practice Space Request
  - Request for recurring practice time 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. *Meeting Space Request*
  - *Facility Request Form*
2. Competition Space Request
  - Facility Request Form
3. *One-Time Practice Request*
  - *Facility Request Form*
4. Recurring Practice Space Request
  - Sport Club Practice Request Form due by the stated deadline for the upcoming period. Deadlines will be communicated by the Sport Programs Office throughout each semester.

#### Where do I find the forms?

Forms can be found under “Forms” on the Sport Club page on Engage

### **When do I need to turn in the paperwork?**

Facility 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.

Recurring Practice Space Requests are due by the designated deadlines each period, for the following period. *Deadlines will be communicated by the Sport Programs Office throughout each semester.*

### **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 provide food/beverages at our events?***

*Yes, but a food license may need to be obtained depending on the event details. Johnson County Public Health should be contacted for more guidance.*

### **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 or non-Athletics facility space on campus?**

To reserve space on campus that is not overseen by Recreational Services nor Athletics, visit one of the following webpages:

- IMU Meeting Rooms: [imu.uiowa.edu/event-services/meetings/](http://imu.uiowa.edu/event-services/meetings/)
- Banquet/Ballroom Spaces: [imu.uiowa.edu/event-services/spaces/](http://imu.uiowa.edu/event-services/spaces/)
- Outdoor Spaces: [imu.uiowa.edu/event-services/outdoor-spaces/](http://imu.uiowa.edu/event-services/outdoor-spaces/)

## Facility Reservations & Hosting an Event | Definitions & SCP Policies

### Different Types of Facility Requests

#### Meeting Space Request

A Meeting Space Request is a request made with the intent to have a non-recurring club meeting at that facility. Examples include hosting a clinic or social gathering. These requests are made in classrooms or meeting rooms.

#### Competition Space Request

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

#### One-Time Practice Space Request

A One-Time Practice Space Request is a request made with the intent to host a one-time practice at that facility. These requests are typically made in addition to any recurring practices that have already been scheduled.

#### Recurring Practice Space Request

A Recurring 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, 16 racquetball courts, 8 basketball and volleyball courts, 5 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 other Recreational Services programming, 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**

### Meeting Space Request

*Sport Clubs can request facility reservations for the hosting of a meeting through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on Engage at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies.*

### Competition Space Requests

Sport Clubs can request facility reservations for the hosting of a competition through Recreational Services and the Sport Club Program. To request to reserve a facility, clubs must submit a Facility Request Form on Engage at least two weeks in advance of the desired event. A request submitted less than two weeks in advance may not be considered. All standard facility policies apply for special events. Arrangements for participation by non-club members must be made with Recreational Services staff prior to the event and adhere to Sport Club Program policies.

In addition to providing space for a Sport Club event, Sport Programs will provide a Sport Programs Supervisor for all Sport Club competitions 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 competitions, clubs are required to submit a Post-Event Form. The Post Event Form can be found under “Forms” on the Sport Clubs home page on Engage.

### One-Time Practice Space

*Sport Clubs can request practice facility space on a one-time basis through Recreational Services and the Sport Club Program. To request a facility for a one-time practice, clubs must submit a Facility Request Form on Engage at least two weeks in advance of the desired event. A request submitted less*

*than two weeks in advance may not be considered. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled in order to accommodate as many groups as possible with a practice schedule of reasonable frequency.*

### Recurring Practice Space

Sport Clubs can request practice facility space on a recurring basis through Recreational Services and the Sport Club Program. Recurring practice schedules for all Recreational Services facilities are determined at the beginning of each semester for all clubs turning in Practice Schedule Request Forms. Additional schedules will be made as weather seasons change. Scheduling for Sport Clubs is based on the previous semester's Sport Club Program point standings and facility availability. Clubs must make use of their allotted practice space once it is scheduled to them, and not disrupt or interfere with activities taking place prior to, and after, their scheduled practice time. In all facilities, a limit may be placed on the number of regular weekly or monthly practice sessions scheduled in order to accommodate as many groups as possible with a practice schedule of reasonable frequency.

### ***Providing Food/Beverages***

*Providing food to anyone outside of your club at a Sport Club event (tournament, game, recruitment event, etc.) will likely require a temporary food establishment license from Johnson County Public Health, however, there are many factors that go into determining what is required. For more information on requirements in the State of Iowa, enforced by Johnson County Public Health, please visit:*

- [\*Iowa Department of Inspections & Appeals – Temporary Food Establishments and Events\*](#)
- [\*Iowa Food Safety Task Force – Temporary Event Food Stands\*](#)

*For specific information on your event, and to get even more guidance on how to obtain the proper license, contact Johnson County Public Health by completing the form found here. Explain what your organization is, what your event is, and what you would like to do in terms of providing and/or selling food or beverage. They will help guide you as to what you need to complete. This process should be started at least two months in advance of your event.*

*A license is not required to provide food to club members at a club meeting.*

## **Athletic Trainers**

Recreational Services has contracted with Athletico to provide Athletic Trainers for certain high-risk clubs at a reduced cost to the club.

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

Reserving Athletic Trainers is managed by the Sport Programs Office and does not need to be requested. Because we contract with a 3<sup>rd</sup> 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. *In cases that Athletico cannot provide an Athletic Trainer and if that club's governing body requires the host to provide an Athletic Trainer, the club should contact its Assistant Director for an alternative arrangement.*

### **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. *Athletico provides a discount for the SCP at \$25 per hour for each Athletic Trainer contracted.* 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.

Those clubs requiring Athletic Trainers for home competitions are as follows:

- Basketball
- Baseball
- Boxing
- Brazilian Jiu Jitsu
- 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

1. Anytime a club has reserved a facility, for practice or a special event, the facility must be utilized.
  - *If a club will not be using a scheduled practice space, to avoid a \$50 fine, the club must notify the Sport Programs Office of their practice cancellation no less than three business hours prior to the scheduled start time of a practice for weekday practices. Business hours are considered 8:00 a.m. – 5:00 p.m. Monday through Friday. For weekend practices, notification must be received by 10:00 a.m. the day of the practice. Notification must be done by completing the Sport Club Facility Reservation Cancellation Form on the Sport Club Website.*
  - *If a club will not be using a facility space reserved for a special event (game, competition, etc.), to avoid a \$100 fine, the club must notify the Sport Programs Office of their reservation cancellation no less than 24 hours prior to the scheduled start of the reservation. Notification must be done by completing the Sport Club Facility Reservation Cancellation Form on the Sport Club Website.*
  - Clubs that utilize the CRWC Natatorium that need to cancel a practice/event scheduled in the CRWC Natatorium must notify the Sport Programs Office at least 48 hours in advance of the practice/event start time to avoid paying the staff fees for the scheduled practice(s). *Notification must be done by completing the Sport Club Practice Cancellation Form on the Sport Club Website.*
  - *The Sport Programs Staff reserves the right to waive the facility cancellation fine due to extenuating circumstances.*
2. 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.
3. A Safety Officer is required at all Sport Club practices and events.
4. Any club using a facility is obligated to clean up after the activity. Fines can be assessed for failure to clean the facility.
5. 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.
6. Alcoholic beverages and other illegal substances are not permitted in or at Recreational Services facilities.
7. 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.
8. 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.
9. 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?

#### Meeting Space 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 under “Forms” on the Sport Club page on Engage.

#### Competition Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. 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 under “Forms” on the Sport Club page on Engage.

#### One-Time Practice Space Request

1. Determine the date(s) for which you would like to reserve the facility.
2. Be prepared to share details of the proposed practice when completing the Facility Request Form.
3. Complete the Facility Request Form. This form can be found under “Forms” on the Sport Club page on Engage.

#### Recurring Practice Space 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?

#### Meeting Space 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.

#### Competition Space 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.

#### One-Time Practice Space 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.*

#### Recurring 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**

**Person Completing Request**

**Person Completing Request's E-Mail Address:**

**Person Completing Request's Phone Number:**

**What type of event are you planning?**

*Select - Practice, Meeting, Competition*

**If Selected “Meeting”**

*Please explain the details of this meeting.*

*What space would you like to reserve?*

*On what date(s) would you like to request space? Please use a different form for each date requested unless you are requesting multiple dates for one specific event.*

*Will your club be providing and/or selling food or beverage at this meeting?*

*Select – Yes or No*

*What times would you like to reserve each date (beginning and end)? The times approved are the times that you can access the space. Time needed for set-up and tear down should be included in this timeframe.*

*Will you have any meeting related expenses? (i.e. food and/or beverages, awards, etc.)*

*Please list any special requests/needs for set-up of the event, including equipment (you may need to meet with the Sport Programs staff to discuss and finalize details).*

## If Selected "Competition"

Please explain the details of your event.

What space would you like to reserve?

On what date(s) would you like to request space? Please use a different form for each date requested, unless you are requesting multiple days for one event.

What times would you like to reserve each date? Include any set-up and tear down times. (Ex: 8:00 a.m. - 4:00 p.m. - Participants/Teams may not arrive until 8:00 a.m., and contests must be ended, equipment picked-up, and the space clear by 4:00 p.m.).

What time will the event begin/games start? (If you do not know at the time of completing the Facility Request Form, you must submit this information to the Sport Programs office no later than one-week prior to the event).

At approximately what time will the event/games end? (If you do not know at the time of completing the Facility Request Form, you must submit this information to the Sport Programs office no later than one-week prior to the event).

If required for your event, what times should the Athletic Trainer be scheduled (minimum thirty minutes prior to the start of the first game/match)? If you want the Athletic Trainer available to tape ankles, etc. prior to the start of games/the event, make sure the information entered below allows time for that. If you do not need an Athletic Trainer for this event, enter "N/A" below. NOTE: The Sport Programs office reserves the right to overrule whether or not an Athletic Trainer is needed for the event/reservation.

What visiting groups/clubs will be competing/participating?

Is this a league sanctioned match/event?

Select - Yes, No, N/A

Please list any special requests/needs for set-up of the event, including equipment (you may need to meet with the Sport Club staff to discuss and finalize details).

***Will your club be providing and/or selling food or beverage at this event?***

Select - Yes or No

***Will you be collecting money at/for this event? (i.e. charging admissions, selling tickets, collecting registration fees, collecting membership fees, collecting donations, selling food or merchandise, etc.)***

Select – Yes or No

**Will an external vendor be selling items at your event? (i.e. T-shirts, food truck, merchandise, etc.)**

Select – Yes or No

**Will you have any event-related expenses? (i.e. Officials, equipment, awards, food and/or beverages, etc.)**

Select – Yes or No

**If Selected “Yes” you will be collecting money at/for this event.**

**What money will be collected at your event? (Check all that apply)**

Checkboxes - Registration Fees, Membership Fees, Donations, Selling Raffle Tickets, Selling Items (Merchandise, Food, etc.)

**Do you need to/Will you be renting a cash box from the Student Organization Business Office (SOBO)? A cash box is required to be rented from SOBO if you plan on making change at your event, and costs \$10)?**

Select – Yes or No

**Would you like to collect registration fees online?**

Select - Yes, No, or Maybe

**If Selected “Yes” an external vendor will be selling items at this event.**

**You indicated that an external vendor will be selling items at your event. Please explain what vendor(s) will be there and what they will be selling.**

**If Selected “Yes” you will provide/sell food or beverage at this event.**

**I understand that if providing food or beverage to the public (including potential members of my club), I must follow all State of Iowa Food and Safety requirements as enforced by Johnson County Public Health. I know that I can find more information these requirements by visiting Section 8 of the Sport Club Guidebook, and/or speaking with my club's Assistant Director.**

Check that you agree

**If Selected “Yes” you will have event-related expenses.**

**What expenses will your club incur for this event? (i.e. officials, awards/prizes, food or beverage, etc.)**

***I understand that if there are anticipated expenses, I must complete a Request to Use Club Funds (Non-Travel/Non-Coach) form on Engage to gain approval prior to spending club funds.***

***Check that you agree***

### **If Selected “Practice”**

**Please explain the details of this practice.**

**What space would you like to reserve?**

**On what day(s) would you like to request space? Please use a different form for each date requested, unless you are requesting multiple days for one specific event?**

**What times would you like to reserve each date (beginning and end)? The times approved are the times that you can access the space. Time needed for set-up and tear down should be included in this timeframe.**

**Please list any special requests/needs for set-up of the event, including equipment (you may need to meet with the Sport Programs staff to discuss and finalize details).**

**I understand that if this practice is approved, and my club must cancel after it is approved, that a club officer must complete the Practice Cancellation Form by the stated deadline in order to avoid a \$50 fine.**

**Check that you agree**

## 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 page on Engage. The event information provides the Sport Programs Office with a recap of your trip, receipts, reimbursement information, *and official’s payment information*. 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 the event.

### **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 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.** *Please share any photos you have from the event. We will use these for marketing purposes for the Sport Clubs program, and/or on social media.*

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 Johnson County for this event, and if so, did you use club funds for the trip (including reimbursements)?**

Possible answers:

- "This event was in Iowa City"
- "We traveled outside of Johnson County and yes, we did use club funds"
- "We traveled outside of Johnson County and yes, no did not use club funds"

**If you selected "Traveled outside of Johnson County and our club is not using club funds for expenses" OR "This event was in Johnson County" on the previous question....**

**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.

**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.

**If you selected "Traveled outside of Johnson County and our club is using club funds to pay for part, or all, of the trip expenses (including reimbursements)" on the previous question....**

**Check the "I understand" checkbox** after the statement, "All information asked of you following this page is required by the Travel Office in order to process uses of club expenses. If incomplete information is provided, it will cause a delay in any requested reimbursements or payment processing. Properly completed forms, with all required information, typically result in reimbursements provided in 1-2 weeks."

**How were/are club funds being used? - Possible Answers....**

- "Were paid in advance by Assistant Director using P-Card" OR
- "Were paid by club members who need reimbursement" OR
- "Some charges paid in advance by Assistant Director using P-Card, some paid by club members needing reimbursement"

**If you selected "Were paid by club members who need reimbursement" on the previous question....**

**How many people need to be reimbursed for expenses?** – Choose a number from the dropdown list.

- The limit is six people that can be reimbursed via the same Post Event Form submission.

**Is ANYONE being reimbursed for hotel expenses? – Yes or No**

- If answered “Yes”, the next page will prompt you to upload a list of who roomed with whom in the hotel. This is required by our travel office.

**Is ANYONE being reimbursed for gas charges for their personal vehicle? – Yes or No**

- If answered “Yes”, the next page will prompt you to upload a list of who rode in what vehicles with whom. Please designate who drove each vehicle.

**Upload the Complete Sport Club Travel Reimbursement Request Form for Traveler Needing to be Reimbursed #1. This form must be completely filled out, legibly, and signed by the traveler needing reimbursed. A blank copy of this form can be in the “Documents” section of the Sport Club page on Engage.**

- The limit is six people that can be reimbursed for each trip. Each member requesting reimbursement needs to complete and sign the Sport Club Travel Reimbursement Request Form which is found on the Sport Club home page under “Documents.” The completed and signed form is to be uploaded in this section.

**Upload ALL receipts for expenses that need to be reimbursed for Travel Needing to be Reimbursed #1. The total amount of receipts must be at least the amount of reimbursement requested on the Sport Club Travel Reimbursement Request Form. Each receipt file needs to be uploaded into a separate “Receipt Upload” section, although there can be multiple receipts in each file as long as they are all legible.**

- The limit is six receipts may be uploaded for each traveler requesting reimbursement. Club can be reimbursed for the following expenses. Note that pictures of a gas pump will not suffice as receipts for gas. Actual, itemized receipts are required for all reimbursements.
  - Entry/registration fees
  - Gas
  - Airfare
  - Lodging costs (rooms only, no incidentals)
  - Food and/or meal

**Do you need to pay officials for this event? – Yes or No**

- *If answered “Yes”, the next page will prompt you to upload the Officials Payment Request Form and W-9 for each Official. The limit is six Officials for each event. Each official requesting payment needs to complete and sign an Officials Payment Request Form and a W-9 which are found on the Sport Club page under “Documents.” The completed and signed form is to be uploaded in this section.*



- ***Please upload the W9 for Official 1.***

- ***Please upload the Officials Payment Request Form for Official 1***

**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** – Review the Post Event Form and click “Submit” when ready. There is a “comments” section if you would like to leave a note for the reviewer.

**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 trip. If form is not turned in by the deadline, a points penalty will be assessed. *If the form is not turned in after a week from the deadline, the club will be suspended and unable to participate until the form is submitted and approved.*

## 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