

Division:	Administration		
Subject:	Burns Recreation Center	Department:	Conference & Event Services
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I. Statement of Policy

This document outlines the agreement between Campus Recreation and the Office of Conference & Event Services for the use of Campus Recreation facilities for events.

II. Venues

A. Events occurring in each of the following venues must fall within the Burns Recreation Center's operating hours.

1. Burns Recreation Center, Court 1 (Requires Campus Recreation approval).
2. Burns Recreation Center, Court 2 (Requires Campus Recreation approval).
3. Burns Recreation Center, Backcourt (Requires Athletics/Campus Recreation approval).
4. Burns Recreation Center, Rec 154 (Campus Recreation has priority for department meetings).

III. Guidelines

A. Requests for the use of these venues will be processed on a first-come-first-served basis through the Office of Conference & Event Services.

1. Requests must be received at least five (5) business days prior to the start date of the event. Please note that some event requests may need additional time due to the scope of the event.

B. Equipment deliveries must be coordinated through the Office of Conference & Event Services.

C. Burns Recreation Center, Backcourt

1. Approval to use this space is required from Athletics and/or Campus Recreation depending on the time frame of the event.
2. Backcourt is an athletic space first, and then an event space.
3. Grandfathered annual events are the only events that will be approved to take place in Backcourt. New events will be subject to consideration pending event details.
4. Backcourt may only be reserved if one of the lower courts is open during the event's timeframe. This includes four (4) hours on both ends of the event for set-up and takedown.

5. Events ending after 22:00 are required to be reset the following day by 12:00.
6. A four (4) hour window between events is required to allow for set-up and arrangements.
 - a. Banquet style set-ups require an additional two (2) hours.
7. All events require matting (fees will apply).
8. Event attendance must meet minimum of three hundred and twenty-five (325) guests.
9. Guests attending events in Backcourt must enter through the entrance on the atrium or pool side.
 - a. Campus Recreation staff will ensure the exterior doors are opened for guests on event days.
 - b. Outside of regular operating hours, Public Safety will assist with access of the exterior doors.

D. Burns Recreation Center, Courts 1 and 2

1. Approval to use this space is required from Campus Recreation.
2. Only events of athletic and recreation nature are allowed in these venues.
3. Any damage caused to the flooring will be the responsibility of the group.

E. Burns Recreation Center, Rec 154

1. Approval to use this space is required from Campus Recreation.
2. Events in this room must use in house equipment. No other equipment can be brought in and the in-house equipment cannot leave the room.

F. Access to the facility

1. The Office of Conference & Event Services will have OneCard access to the Burns Recreation Center, Backcourt.
2. Access to all other spaces will be provided through the main entrance of the facility.