I. PURPOSE & INTENT

This Policy and Procedure is designed to implement a program for the licensing of University of South Florida (USF) recreational facilities upon payment of a dedicated use fee and/or reimbursement of direct costs incurred by USF.

Regional campuses and separately accredited institutions may have student centers and administrative offices unique to their campuses. Students, faculty and staff must check with their individual campuses and apply policies in conjunction and consistent with the specific characteristics and guidelines applicable to those campuses.

II. STATEMENT OF POLICY

A. Definitions - For the purposes of this Policy and Procedure, all groups applying to use USF recreational facilities will be categorized as follows:

1. University Units - Established units of USF with no distinct status as a separate legal entity. Examples include USF Departments, Student Government, and the Oracle.

2. University-Related Groups - Groups not operating as an established unit of USF, but whose activities are closely related to and further the mission of USF. Included are:

   a. Recognized student organizations.
   b. Faculty/staff councils and committees.
   c. Alumni associations.
   d. Collective bargaining organizations which have a contractual relationship with the Board of Trustees or the State of Florida.
3. **Non-University Related Groups** - Groups operating primarily for private gain or organizational benefit and not operating on behalf of USF. All groups not categorized in definition (1) or (2) above will be defined as Non-University Related.

**B. Recreational Facilities**

Licensing of the following USF facilities will be governed by this Policy and Procedure:

1. Andros Pool
2. Andros Tennis Courts
3. Argos Fitness Center
4. East/West Soccer Field
5. Sycamore Intramural Football/Soccer Fields
6. Fowler Fields
7. Fowler Pavilion
8. Greek Village Pool
9. Magnolia Pool
10. Outdoor Basketball Courts
11. Par Course
12. REC 005 (Dance)
13. REC 013 (Classroom)
14. REC 021 (Fitness Area)
15. REC 022 (East Gym)
16. REC 024 (Racquetball Courts)
17. REC 033 (Lower Aerobics)
18. REC 034 (North Gym)
19. REC 101 (Mat Room)
20. REC 107 (Upper Aerobics)
21. REC 108 (Indoor Pool)
22. Riverfront Park
23. Challenge Course
24. Softball Fields
25. P. E. Tennis Courts
26. REC 021C Cycling Studio
27. REC 021B Group fitness studio
28. Magnolia Fields

A current list of available facilities may be obtained from Campus Recreation, REC 111.

**C. Events sponsored by student organizations** are also subject to [USF Policy No. 30-016, Student Events Management Policy.](http://usfweb2.usf.edu/CampusRec/facilities/reserve.html)

**D. Events at which alcohol will be served** are also subject to [USF System Policy No. 30-023, Alcohol Policy.](http://usfweb2.usf.edu/CampusRec/facilities/reserve.html)

**III. PROCESS STEPS**

**A. Applications**

1. Requests for use of recreational facilities are initiated by the submission of a Recreational Facilities Application Form. These forms are available at the Campus Recreation Office, REC 111 or online at [http://usfweb2.usf.edu/CampusRec/facilities/reserve.html](http://usfweb2.usf.edu/CampusRec/facilities/reserve.html).

2. Applications must be completed and received by the Campus Recreation Office at least twenty (20) days prior to the date of the scheduled event. Non-University events requiring additional university approval require at least sixty (60) days.
3. Submission of an application form does not guarantee that a license will be granted. Requests will be approved or denied based upon a determination of availability and scheduling priorities.

4. Any group which believes it has been unjustly denied a license may file an appeal with the Director, Campus Recreation. Appeals should be typed or legibly written and should detail the reasons why a denial was unjust. All appeals will be forwarded to the Assistant Vice President for Student Affairs for assessment.

B. License Agreements

1. Upon receiving approval of the event, Non-University Related Groups will be required to enter into a License Agreement. University-Related Groups may be required to enter into a License Agreement. The License Agreement contains the terms and conditions governing the group's use of the recreational facility.

2. License Agreements may be obtained from the Director, Campus Recreation, and must be returned, fully executed, to the Director's Office at least seven (7) days prior to the event.

C. Deposits

1. University-Related and Non-University Related Groups may be required to remit a deposit with the executed License Agreement. This deposit will be commensurate with an approximation of the direct costs that will be incurred by USF in providing the facility.

2. University Units will be required to post a deposit when, in the discretion of the Director of Campus Recreation, the nature of the event warrants such a deposit.

D. Direct Costs

1. University-Related and Non-University Related Groups are required to make payment to USF for direct costs (employee overtime, etc.) incurred in providing the recreational facility to the group.

2. Direct costs are approximated prior to the event, with a final accounting made within ten (10) days after the event is held. Charges for direct costs are deducted from the deposit. In the event that direct costs are less than the deposit, the balance will be forwarded to the group. In the event that direct costs exceed the deposit, the group will be sent a letter of notification. Payment for direct costs exceeding the deposit is due within ten (10) days of the group's receipt of the letter of notification.
3. Additional charges for damage to the facilities, etc. will also be deducted from the deposit prior to deductions for direct costs.

E. Dedicated Use Fees

Non-University Related Groups will be assessed a Dedicated Use Fee for the privilege of using USF recreational facilities. This fee is due after the event is completed and all accounting is complete. Payment is made directly to the University. These fees are determined according to the recreational facility requested, and are listed in the Dedicated Use Fee Schedule, available at the Director's Office, Campus Recreation, REC 111.

F. Waiver of Fees/Conditions

1. Any group which, because of special circumstances, wishes to request a waiver of any deposit, fee, or condition contained in the License Agreement, must file a Request for Waiver with the Director, Campus Recreation.

2. Waiver requests will be evaluated by the Director in conjunction with the Associate Vice President for Student Affairs.

3. Waiver requests should be typed or legibly written, and should contain a detailed explanation of the circumstances that require such a waiver.

4. All Waiver requests must be submitted in a timely manner, as all such requests must be evaluated prior to the execution of the License Agreement. As noted in section III. B. above, all License Agreements must be executed and returned at least seven (7) days prior to the event.

*Current Responsible Office: Student Affairs

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.