

DEPARTMENT OF CAMPUS RECREATION

<https://www.usm.edu/campus-recreation/>

Reservation Steps

July 2019

<https://www.usm.edu/campus-recreation/reservations.php>

- A. All parties must be sponsored by a sanctioned student organization within the Office of Leadership and Student Involvement.
- B. All off-campus organizations must be sanctioned as an official student group with their respective schools.
- C. All off-campus organization events must be endorsed or sponsored by their respective schools.
- D. The student organization that sponsors an off-campus event must obtain written approval from their advisor and adhere to all Leadership and Student Involvement rules and regulations.
- E. All other university paperwork must be completed and a copy turned in to Campus Recreation:
 - 1. An approved Event Request Form from the Office of Leadership and Student Involvement
 - 2. Security Confirmation form from University Police (see Security)
 - 3. Campus Recreation Facility Reservation Request form
- F. An event-planning meeting with Campus Recreation must be scheduled prior to the event. This meeting will determine the number of staff, lifeguards or security needed for the event. The numbers of staff, lifeguards and security will be determined by Campus Recreation. NO MEETING=NO EVENT.
- G. Rental fees or deposit must be paid by the due date stated on the Confirmation Agreement. Cancellation of event is subject to the cancellation policy that is stated in the Confirmation Agreement.

Event Policies

- A. Doors remain locked, and only workers are allowed inside during setup time.
- B. Doors will remain closed to guests until the arrival of all security officers scheduled to work. NO SECURITY=NO EVENT.
- C. All participants must remain in the activity area. No one is allowed to loiter outside in the parking lot.
- D. No re-entering is allowed. Anyone who exits the facility must purchase a ticket to re-enter. (For Ticketed Events only)
- E. The facility must be clean and left in the same condition as before the event. This also includes the perimeter of the facility. A \$150 fee will be assessed if the facility is not cleaned properly.

Glitter of any kind (body glitter, loose glitter, glitter on signs), and confetti are prohibited. Any use of glitter during events will result in a \$150 maintenance fee.

- F. All participants in events sponsored by student organizations (i.e., sporting events, step shows) must be approved by the Office of Leadership and Student Involvement.
- G. At all times during events sponsored by student organizations, participants must wear attire that is appropriate for the venue and that follows the guidelines set forth in the Student Code of Conduct.
- H. Student organizations hosting events must meet with Campus Recreation staff 30 minutes before the doors are scheduled to open for participants in order to review the policy and procedures regarding the event.
- I. All event attendees and event organizers must present a Southern Miss Student ID or a valid government pictured ID.
- J. Guest list for events: Student organizations will be required to provide a guest list of individuals who are non-university affiliates. Guest list must be provided one business day prior to the event. Any changes to the guest list must be provided at the time of event set up. Guests will be required to present a valid government pictured ID and may be required to wear a designated wrist band issued by Campus Recreation.
- K. To cancel without penalty, Campus Recreation must be notified at least 3 working days (Monday-Friday) prior to the event. There is a \$25 fee that will be applied for any cancellation within 3 working days (Monday-Friday) prior to the event. There will be a \$50 no show fee for any event that does not notify Campus Recreation of a cancelled event
- L. Depending on the nature of a sporting event, Campus Recreation may require student officials be staffed for all games.
- M. Campus Recreation reserves the right to change the facility assignment provided the alternatives offered will be adequate to accommodate the event's needs and advance notification is given to the event organization.

Minimum Police Requirement for Campus Recreation Events

Campus Recreation or Leadership and Student Involvement will determine the number of police officers necessary for each event. After consultation with the University Police for availability of officers, the number of officers required for each event will fall within the following range:

- A. Southern Miss Students/Faculty/Staff Only (no exchange of money) 1-2 officers (determined by size)
- B. Southern Miss Students/Faculty/Staff Only (exchange of money) 1-2 officers (determined by size)
- C. Southern Miss Students/Faculty/Staff/**Visitors** (no exchange of money) 2-4 officers (determined by event)
- D. Southern Miss Students/Faculty/Staff/**Visitors** (exchange of money) 2-4 officers (determined by event)

*Youth (high school) organizations must have a minimum of six officers, regardless of the number of participants.