Reservation Steps
July 2017
www.usm.edu/rec-sports/reservations

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 Recreational Sports:
   1. An approved Event Request Form from the Office of Leadership and Student Involvement
   2. Security Confirmation form from University Police (see Security)
   3. Recreational Sports Facility Reservation Request form
F. An event-planning meeting with Recreational Sports 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 Recreational Sports. 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.
F. All participants in events sponsored by student organizations (i.e., swimsuit contests, 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 Recreational Sports staff 30 minutes before the doors are scheduled to open for participants in order to review the policy and procedures regarding the event.

**Minimum Police Requirement for Recreational Sports Events**

Recreational Sports 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.