

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3210 - ATHLETIC AND RECREATIONAL SCHEDULING**

Statement: The following policies and procedures will be used by those organizations and individuals who wish to schedule athletic facilities.

- (1) A tentative hold will be placed on a particular facility by phoning or meeting with the Athletic Scheduling Officer. Each facility will be held for seven days pending receipt of a written Space Reservation Request.
- (2) Properly filled out Space Reservation Request forms should be submitted to the Athletic Business Office not less than (10) days prior to the scheduled event. All forms must designate facility arrangement and equipment needed, when possible. If this information is not available at the time the form is submitted, the information must be provided as soon as available but no later than 48 hours before the event.
- (3) A space will not be assigned without the submission of a properly filled out Space Reservation Request. Do not assume your reservation is confirmed until you have received your copy of the form, signed by the Athletic Scheduling Officer.
- (4) In case of co-sponsorship with a non-university organization, both groups must be named on the Space Reservation Request. The form must also be signed by the appropriate dean or a designated representative of the President's staff.
- (5) All Space Reservation Requests must have the appropriate signatures. Student sport clubs must have the approval of the Recreational Sports Chair. Other student organizations must have the approval of the Director of Student Life. Academic and administrative offices require the approval of the department chair or director.
- (6) Events may only be scheduled on a semester basis due to the nature of academic course scheduling. The following dates apply:
  - A. August 1 - Scheduling of facilities for the fall semester begins. Fall semester facility needs received after this date will be handled on a first come-first served basis.
  - B. January 1 - Scheduling of facilities for the spring semester begins. Spring semester facility needs received after this date will be handled on a first come-first served basis.

- C. May 1 - Scheduling of facilities for the summer semester begins. Summer semester facility needs received after this date will be handled on a first come-first served basis.
- \* Contractual agreements may result in exceptions to the above dates. Other exceptions will be handled on a case-by-case basis.
- (7) The name of an organization, group, or individual reserving a space will not be released to a second party wanting to use the reserved space at the same time.
- (8) Student sport clubs fundraising events must be approved by the Recreational Sports Chair. All other student organization fundraising events must be approved by the Director of Student Life. A separate procedure has been established for this requirement.
- (9) The personnel required to staff a particular event will be determined by the Athletic Scheduling Officer. The decision will be based upon the nature of the event, the time it occurs, the number of participants anticipated, and the food and beverages to be served. An estimate of all expenses will be provided. Upon the conclusion of the event, an invoice will be forwarded to the organizational representative who signed the Space Reservation Request for payment in full of all expenses.
- (10) No waiting list will be maintained for athletic facilities.
- (11) The rental/use of the "Scrap" Chandler pool or the Rollins Hall pool includes a requirement for a certified lifeguard to be present.
- (12) Cancellation Policy
- A. Non-University Organizations - A written notice of cancellation is required two weeks in advance. Cancellations which occur inside the two week deadline may be subject to 10 percent of the estimated expense fee. In cases where this would not apply, organizations may lose their scheduling privileges.
- B. University Organizations - University related organizations need to cancel their reservations as soon as possible. Those who do not cancel prior to the scheduled event date may lose their scheduling privileges. The Athletic Scheduling Officer reserves the right to determine which facilities are appropriate for an event and may deny a request for a specific facility on the basis of suitability. The Scheduling Officer also reserves the right to alter the assignments for a confirmed reservation in the event of emergencies. Groups will be contacted by mail or telephone if changes are necessary.

**Responsibility:** Athletic Director and Chair, Department of Health, Physical Education and Recreation

**Authorization:** Joseph M. Marchello, President

**Date:** December 1, 1988