



HPE/BACK COURT RESERVATION POLICIES, TERMS AND CONDITIONS

University Recreation (UREC) is responsible for the reservation of all meeting, ballroom and activity space in the Campus Center. The primary objective of activity space including the courts and the game room is to serve as open recreational space for UWG students.

Pre-Meeting

Reservations for these spaces will be approved on a case-by-case basis and will require a pre-meeting between Coordinator of Events and the hosting organization at least 10 days in advance. Pre-meetings can be scheduled through the following link: <https://cell.youcanbook.me> or by calling (678) 839-5500.

Note: For lock-down events, University Recreation will require that at least 5 organization members be present for the meeting, including the day-of contact.

Due to the structure of the back courts, additional steps are required to be able to execute special events in this area. The pre-meeting will help determine what may be necessary for your event. After reviewing the nature of the event, event details and the estimated attendance your event may require the following:

- Carpet squares
- Designated stations manned by the organization
- Police officers
- Advisor presence

Lock-Down Events

An event is classified as a lock-down if it is open to the community, alumni or other institutions in order to secure access for the event. Additionally, if your event is designated to be a lock-down event your attendees will only have access to specified restrooms and the back courts. Those in attendance will not be able to access the remainder of the Campus Center from the courts.

University Recreation will provide Campus Center yard signs around the perimeter of the building to assist guest with finding the designated entrance. Guests will only be able to enter the back courts via the emergency doors (across from the bookstore).

Limitations

The courts cannot be reserved more than three times per semester for more than 4 hours. All events on the courts must end at least an hour and a half prior to Campus Center's closure.

Staffing & Stations

- Emergency Doors (Entrance Point) - 1 UREC employee and 1 organization member (the entire event)
- Third Floor/Balcony - 1 UREC Employees
- West Side Doors - 1 UREC Employee
- Courts - 1 UREC Employee
- Lobby - 1 Organization member (30 minutes before event start time)



Guidelines

- All guests must adhere to Campus Center policies and procedures and organization members are responsible for holding their guest accountable. UREC employees must be respected or reservation privileges may be suspended.
- Organization members nor guests can park in the reserved parking spaces, doing so at any time will result in the towing of such car and/or ticketing.
- No beverage, food or open containers will be permitted inside of the back courts. Guests will not be allowed into the facility until the items are put away or disposed.
- The reservation point of contact must be present and readily available to staff throughout the duration of the event. This will be the staff's main point of contact for any issues or concerns. If the POC is not found, this may result in the event being shut down.
- Organization members should notify event staff or the building manager of any violations, concerns or incidents that arise during the event.
- Standing on chairs or benches, helium balloons, open flame nor candles are permitted inside of the Campus Center.
- The primary contact of the organization must show up at their designated setup time or the reservation may be considered a no-show and cancelled.
- Lastly, event attendees will not be allowed through designated doors until lockdown is in effect and a majority of organization members are present.

Security

University Police will determine which events require officer presence and a meeting will be required to determine the cost of this service to the organization. Communication regarding security will be between the organization and UPD. The event will not be approved until UPD has had communication with the organization and/or reviewed the event details.