

Pacific Recreation Facility Reservation Policy

General Policy Statement

Pacific Recreation's objective is to equitably meet the needs of all the University of the Pacific's user groups. This policy guides the department's staff in prioritizing facility requests for the activity and fields spaces.

General Conditions

Pacific Recreation facilities are primarily for use by University of the Pacific students, faculty and staff. The guidelines below describe the process needed to reserve a facility depending on the type of organization and the type of facility being requested. All requests are processed on a first-come, first-served basis request deadlines. A **minimum processing time of two (2) weeks** is required for all outdoor and indoor requests.

1. Only the following facilities may be reserved:
 - a. Baun Fitness Center
 - i. Stripe Studio
 - b. Recreation/Sport Fields
 - i. Brookside Fields
 - ii. Gardemeyer Fields
 - c. Main Gym
 - i. Basketball/Volleyball Court
 - d. Janssen-Lagorio Gym
 - i. Basketball/Volleyball Court
2. Insurance will be required in accordance with University of the Pacific guidelines.
3. If there is any damage to the facility and/or the facility is not cleaned properly, the cost of the repairs and/or cleanup will be charged to the group responsible. The group will also forfeit the privilege to reserve the facilities in the future.
4. Staffing may be required as determined by Pacific Recreation. A per hour fee will be charged for staff.
5. Officials from Pacific Recreation or a local/national association are required for sporting events.

Reservation Process

All facility usage requests must be submitted electronically. Please make sure to fill out the facility reservations form online through Pacific Recreation's website, through the Pacific Recreation web portal at pacificrec.pacific.edu or submit an email to the Facilities staff.

Each request must be program specific and include name, date(s), location(s), time(s), specific equipment use, setup, and number of attendees. Each request shall be considered a final submission; any additional changes will not have priority status. All requirements (i.e. certification, safety orientations, and club/organizations approvals) must be completed prior to submitting requests. Contract language includes all requirements for events to take place with Pacific Recreation including liability insurance.

All reservations will be scheduled on a first-come first-served basis. Pacific Recreation reserves the right to move, change or modify the schedule if necessary.

Reservation Dates

Dates for submitting reservation requests for facility space will be posted on Pacific Receptions website at www.Pacific.edu/rec. The dates will be delineated per semester; semesters include Spring, Summer and Fall. Deadlines for indoor facilities and outdoor facilities may vary.

Reservation Fees

All reservation are subject to fees for the facility and staffing needs based on each reservation request. Please see the Facility Reservation Fee Schedule for specific pricing and services.