TITLE:
UNC Charlotte Northeast Recreational Field Complex
Use of Space and Reservations Policy

1.0 Purpose
To establish guidelines for reservation and use of the synthetic turf recreational fields on the UNC Charlotte campus.

2.0 Definitions of User Groups

2.1 Student- Any person currently enrolled at UNC Charlotte.

2.2 Faculty and Staff- Any person that is considered to be an employee and is compensated via the University payroll system.

2.3 Student Clubs and Organizations- Organizations comprised of UNC Charlotte students and registered with the Office of Student Activities for Student Organizations.

2.4 Affiliated Group – Any group established by the Chancellor or established by virtue of an explicit delegation of Chancellor authority to a particular administrator, faculty member, staff member, or to the student body, the faculty, or the staff.

2.5 Sponsored Non-Affiliated Group- A Non-Affiliated Group sponsored by an Affiliated Group. Except with respect to rates charged for use of University facilities, a Sponsored Non-Affiliated Group shall enjoy the rights and obligations of an Affiliated Group under this Policy Statement. For purposes of this Policy Statement, an Affiliated Group is considered to “sponsor” a Non-Affiliated Group only if the following conditions are met:

2.5.1 The Affiliated Group, and not merely a member of an Affiliated Group, determines to invite the Non-Affiliated Group to use University facilities, for purposes: (1) consistent with the mission of the University, and (2) consistent with the goals and objectives of the Affiliated Group, and

2.5.2 The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned activity, and is not merely lending its endorsement to the Non-Affiliated Group

2.6 Non-Affiliated Group- Any group which is not an Affiliated Group
3.0 Reservation Procedures and Priorities

3.1 Programs and services provided by the Recreational Services Department will have first priority. These programs include but are not limited to: Intramural Sports, Sport Clubs, Fitness, Special Events, and Summer Youth Programs.

3.2 University faculty, and staff, and registered student organizations, as well as Non-Affiliated Groups may request the use of these areas by completing a Reservation Request Form at the Reservation’s Desk in the Conferences, Reservations, and Event Services (CRES) Office. The Recreational Facilities Committee will review these requests on a weekly basis. This committee is composed of representatives from Athletics, CRES, Kinesiology, Recreational Services, and Student Activity Center & Recreational Facilities departments. Upon the committee’s decision, CRES notifies the requesting group of the outcome of the reservation request.

3.3 The recreational playing fields are defined by Policy Statement #21 as Assigned, Open space. Please refer to Policy Statement #21 for more information. Non-Affiliated groups may not reserve fields more than 45 days prior to their event. Sponsored Non-Affiliated groups may reserve fields more than 45 days prior.

3.4 A representative from a sponsoring organization must be present for the duration of the event.

3.5 Planning meetings between the event organizers and the Recreational Services staff may be required. If the event requires additional support, facility setup, etc, meeting must take place at least 10 business days prior to the event.

3.5.1 Group reserving fields must provide a detailed schedule of activities

3.6 A field manager/supervisor will be assigned to the event (see rate chart for labor costs). The purpose of the field manager is:

• to provide access to the parking lot and facility
• to facilitate the appropriate use and care of the synthetic turf
• to provide for the security and safety of participants and spectators by adhering to the safety considerations expressed in the facility policies and procedures, specifically inclement weather, including lightning, as well as unsuitable field conditions.

3.6.1 The field manager will be onsite from the time of the first person’s arrival until 30 minutes after the conclusion of the event. There will be a 2-hour minimum charge for the field manager per day if the event is cancelled due to inclement weather.

3.8 Fields may be marked or painted by Recreational Services staff or Grounds crew only.

3.9 Group will be responsible for charges resulting from any damages (not including acts of nature) incurred during event, by participants or spectators

3.10 Sponsored Non-Affiliated and Non-Affiliated Groups must provide comprehensive general liability insurance with a minimum coverage of $1 million, for bodily injury and property damage, but such insurance limits shall not limit group’s obligations to indemnify. Certificates of insurance must name UNC Charlotte as additional insured and specify the event dates. Agencies of the State of North Carolina must provide a letter from their legal officer noting that they are self-insured by virtue of their State agency status.
4.0 Emergency Medical Technician Coverage Requirements

4.1 for Non-Affiliated Groups:

4.1.1 Activities scheduled on the University recreational fields by an off-campus group require emergency medical technician (EMT) coverage for the participants and attendees. Staffing of EMT’s will be arranged by Recreational Facilities Management through the University contracted emergency medical service provider.

4.1.2 Emergency medical service coverage may also be donated by a qualified service provider. The group must provide both documentation of medical certification and a notice of donated services on letterhead from the provider no later than two weeks prior to the event. Approval for these arrangements must be obtained from the Director of Recreational Facilities Management or his/her designee prior to the event. Donated service providers must provide at least two (2) EMT’s for medical coverage at all times during the event, and may be required to provide greater levels of care (i.e. additional staff) if the attendance or nature of the event require this. This determination is to be made by the Director of Recreational Facilities Management or his/her designee. Failure to provide adequate EMT coverage will result in the suspension and/or cancellation of the event.

4.1.3 Non-affiliated sport camps that are sponsored by the Athletic Department may arrange for the services of the UNC Charlotte athletic trainers in lieu of EMT’s.

4.2 Coverage Requirements for Affiliated or Student Groups:

4.2.1 All reservations for the recreational fields are approved by the Recreational Facilities Committee, who is charged with the safe and appropriate use of the fields. During the approval process, the committee will determine if EMT’s are required for a given event. Events scheduled on the recreational fields with the following conditions will require EMT coverage:

- Events with a high-risk for physical injury to the participants or spectators
- Events with a significant number of off-campus spectators or participants
- Any event which sells tickets

4.3 Groups will be notified of the requirement for EMT coverage for their event upon receiving approval for the reservation. The reservations office will submit a request for EMT services, on behalf of the Group, to Recreational Facilities Management no less than two weeks prior to the event.

4.4 General Requirements for use & Scheduling of EMT’s

4.4.1 All costs for EMT services will be billed to the group hosting the event. Rates and numbers of staffing are dictated by contract with the contracted service provider, with no fewer than two (2) EMT’s on-site during an event. Additional staff may be required based on expected attendance and the associated risk of the activities.

4.4.2 Event organizers may elect to request EMT coverage for an event which does not fall under the above criteria. The request for EMT coverage must be arranged through Recreational Facilities Management no less than two weeks prior to the event.

4.4.3 All EMT’s or staff providing medical aid must be located in a well marked and easily identifiable location, or they must be located at a central site and may be reached quickly and efficiently by radio or cell phone for quick response. During hot weather, tents or air conditioned quarters are highly recommended for First Aid. Arrangements and costs for these are the responsibility of the hosting group. It is also the responsibility of the group to identify the location of First Aid to the EMT’s, to provide communication devices, and to notify them of expectations.
4.4.4 All requests for emergency ambulances must be directed to University campus police at 704.687.2200 from an off-campus phone, or 911 from a campus phone. Arrangements for dedicated ambulance coverage for an event may be made through Recreational Facilities Management.

5.0 Complex Guidelines

The following guidelines are in place for participant safety and protection.

5.1 Active participants will be asked to present their UNC Charlotte 49er ID card. Exceptions will be made when the facility is rented by affiliated or non-affiliated groups.

5.2 All patrons are expected to conduct themselves in a friendly and sportsmanlike manner.

5.3 Responsibility for supervision of the facilities rests with Recreational Services staff or designee. Harassment or disregard of the directions provided by the staff will result in immediate ejection from the facility and may result in additional disciplinary action.

5.4 Reserving group is expected to remove or dispose of all trash produced by event

5.5 Recreational Services or approved designee reserves the right to postpone, delay or cancel any event due to unsafe playing conditions, inclement weather, lightning, or general precautionary measures to preserve the playing surfaces and maintain a safe environment.

5.6 In the event of lightning or inclement weather conditions, patrons, players, and coaches must seek shelter immediately in their vehicles or the closest enclosed building for a minimum of 30 minutes from the time of the last sign of lightning or thunder.

5.7 Recreational Services is not responsible for any loss or damage to personal property.

5.8 Coolers are subject to inspection.

5.9 Drinks other than water must be in a re-sealable container

5.10 The following are prohibited:

- Metal cleats
- Pets
- Guns, weapons, fireworks
- Glass containers
- Alcohol, tobacco, illegal drugs
- Golf, or any activity that could damage the turf
- Unauthorized wheeled vehicles
- Skateboards or any skating equipment
- Grills except in approved locations
- Chewing gum
- Sunflower seeds
- Unauthorized food/beverages
- Unauthorized use of the facility
- Moving of goals, bleachers or other equipment without permission of staff

6.0 Lost and Found/Abandoned Equipment
6.1 Found property determined to be of value will be turned over to Police and Public Safety. Clothing or other personal items may be discarded at the discretion of the University.

7.0 Vehicles

7.1 Vehicles are prohibited on fields, except for approved utility vehicles.

7.2 Parking lot is for facility users during operating hours; University parking permits are not required. All vehicles located in the parking lot must exit immediately at the conclusion of the scheduled event. No overnight parking will be allowed. Any vehicle left after scheduled event will be subject to towing at the owner’s expense. Questions about vehicles that have been towed should be directed to Mathis Towing.

7.3 All vehicles must park in designated spaces. Anyone in violation may have his/her vehicle towed at owner’s expense.

8.0 Sales and Solicitation

8.1 Sales, solicitation, and surveys by groups must have prior written approval by Recreational Services. Recreational Services will evaluate requests in accordance with University Policy Statement #40.

9.0 Posting of Signs and Placement of Banners

9.1 Banners supporting events taking place in the facility may be hung from chain-link fence surrounding complex using zip-ties during a group’s reservation. (Banners should have grommets) and must be removed immediately following the activity. Banners left after end of activity may be disposed of. Images and copy on banners must be pre-approved by Recreational Services. The University reserves the right to deny posting of banners based on content, size, or materials. If multiple groups are using the facility, location and duration of banner postings will be at the discretion of Recreational Services staff. Requests for other objects to display materials, such as booths, lawn signs, tables, etc. will be governed by University Policy Statement #40.

10.0 Food Service

10.1 As a general rule, food is not allowed on the synthetic turf fields. Any request for exceptions to this general rule must be made in writing. Request should include full details of what food will be present, including but not limited to: source, preparation, and distribution, to ensure compliance with University Policy Statement #71.

REFERENCES:

- Use of University Facilities – Policy Statement #21
- Sales, Solicitations, Distribution of Materials, and Campus Displays – Policy Statement #40
- Food Service Policy – Policy Statement #71

CONTACT: Director, Recreational Services (or designee)

DATE: January 13, 2011