PERSONS RESERVING THE UC GYM AGREE TO ADHERE TO THE FOLLOWING AND ASSUME RESPONSIBILITY FOR INFORMING ALL USERS OF THE AREA DURING THE RESERVATION OF THE PERTINENT RULES:

The following Terms of Use Policies are IN ADDITION TO University Facility Reservations Terms of Use and Policies.

- Use of this facility by Non-University groups requires prior authorization by UAM Executive Council.
- Organizations/Camps reserving the UC Gym outside of the normal operating hours are responsible for contacting University Police Department (UPD), (870-460-1000) to arrange for the opening and closing of the facilities on the day of the reservation. University Organization Advisor (Does NOT include Alumni /Chapter Advisor) must meet UPD Officer at the facility upon opening and remain at the facility until UPD Officer is present to secure the facility. The University Advisor or their approved UAM faculty/staff designee* must be visibly present in the UC gym during the entire reservation. *The name and contact number of the approved UAM faculty/staff designee must be submitted to the IM/Rec Director at least 24 hours prior to event. For camps, this person must be a full-time adult employee of the camp.
- Use of facilities during reservation is limited to organization members and current UAM students, faculty & staff, as warranted unless special approval received. All student organization parties must receive approval in advance by UPD and a potential guest list submitted as per policy. NOTE: During Camp reservations, use is restricted to actual camp members and approved camp personnel only.
- As with any recreation area, care and caution are to be exercised at all times. All users are encouraged to consult a physician for a health check-up prior to use of any rec area. Only soft rubber non-marking athletic shoes may be worn on the court surface. No hanging on the rims. No dunking. Balls are to be used for their intended purposes only – balls are not to be thrown at the walls, lights or ceiling tiles. Appropriate shirts, shoes, behavior and language are required.
- Requests for sports equipment and the bleachers must be submitted with reservation. Not all requests may be met. All IM/Rec equipment must be checked-out from the UC Rec Id Desk Attendant prior to closing each work day, Monday – Friday; Monday – Thursday during the summer. All equipment must be returned at the end of the reservation or prior to 8:30am the next working day. Individuals and/or groups will be required to reimburse the University for damages to equipment or facilities.
- Requests for all other university equipment made by completing appropriate section of School Dude Reservation Request.
- Bleachers are to remain as is. A key and several personnel is required to unlock the bleachers for opening/closing therefore a request must be made when reservation submitted.
- Benches are not to be moved unless permission has been granted.
- Food,*drinks,* and gum are not permitted in any UC Rec Area. *Exception for banquet only. Planning to serve food? Campus contract requires contacting Aramark Food Service (870)460-1076, prior to any event on campus.
- It is highly recommended that personal items such as wallets, cell phones and other electronic devices not be brought to this area. If brought, they should not be left unattended.
- Use of UC Gym for non-athletic purposes requires that the floor covering be placed on the surface prior to the event. Floor covering is located in the back (south) hallway on an extremely large rolling cart. Floor covering must be rolled out covering the gym floor prior to beginning of any set-up on the floor surface. IM/Rec does not provide this service. *Organizations are required to complete the floor covering process themselves.* Floor covering must be swept and cleaned of all spills before returning to storage. Wet spots must be dry prior to rolling. The covering must be appropriately re-rolled, placed on the rolling cart and returned to the appropriate location. This procedure requires several strong individuals. Failure to comply with this procedure will result in loss of reservation privileges. *University departments and non-university organizations may request assistance with this process from the UAM custodial staff via a university work-order.
- Individuals and/or groups will be required to reimburse the University for any damage to equipment or facilities.
- Event contact person, Advisor and Organization members must ensure that the gym, lobby and restrooms are used appropriately and are neat upon departure. Trash is to be placed in appropriate receptacles.
- UC Gym reservations allow access to the UC gym and restrooms only; other areas of the building are restricted.
- Report any problems promptly to University Police Department, (870)460-1000.
- Note that surveillance cameras are recording in these areas.
- Failure to comply with any of these policies/procedures and/or all other university rules and student code of conduct will result in loss of reservation privileges. Additional action may also be taken.

UAM IS A TOBACCO FREE CAMPUS.

REVISED JANUARY 2018