

## **Sports Complex Reservation Policy**

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### **Policy Statement**

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Any internal or external group or company who wished to rent the Sports Center facilities is required to make a formal request through the Athletics Director or his/her designee. A reservation form is required to be completed and can be obtained on the Department of Athletics Website (link below).

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### **Reason for Policy/Purpose**

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To give all AUC Community, and depending on availability to external sports organizations as well, the opportunity to utilize the AUC sports facilities for various events, competitions, and academies.

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### **Who Approved This Policy**

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Athletics Director

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### **Who Needs to Know This Policy**

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All AUC Community and external vendors

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### **Web Address for this Policy**

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<http://in.aucegypt.edu/student-life/office-athletics/facilities-and-reservations>

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### **Contacts**

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Responsible University Official: Athletics Office

Responsible University Office: Athletics Department Room # 1006

If you have any questions on the policy or procedure for [Reservation] policy, you may:

1. Call Amira Farag at 2615-4064, or
2. Send an e-mail to [athletics@aucegypt.edu](mailto:athletics@aucegypt.edu)

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## Definitions

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Term (alphabetical order)	Definition as it relates to this policy
Online Form	Official online request form, which is required to be completely filled out and submitted before the request will be reviewed.
Facilities	Means all AUC Sports facilities, including indoor and outdoor areas
Indoor Facilities	Means sports facilities not limited to, but including: Basketball, Volleyball, and Squash courts, Aerobics Room, Gymnasium, Locker Rooms and showers, etc.
Outdoor Facilities	Means sports facilities not limited to, but including: Swimming pool, Football, and track stadium, tennis, beach tennis, basketball courts, etc.

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## Policy/Procedures

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- A confirmation of the clinic for your event is a must. The safety of your event is the responsibility of the rentor.
- Reservations for use of the sports Center including all indoor and outdoor spaces. Must be made through the Director of Athletics or his/her designee.
- A reservation form may be obtained from the Office of Athletics Website.
- The form is required to be completely filled out before the request will be reviewed. Please submit all requests at least 5 working days in advance. Once the application has been submitted. The applicant will be contacted by the Office of Athletics and informed on the status of the request.
- Using of the Athletics Facilities will be for sports events only. It's not allowed to reserve the Athletics Facilities for non-sports events.
- Use of the Athletics Facilities other than AUC events in the main ARTOC Gymnasium should be restricted to sports related activities intended for. And open to the entire Student body. AUC event will be given priority, over outside events.
- Insurance fees will be charged in case of property damage (it will be determined based on the reserved facility)
- Team practices and competitions have priority in the scheduling process, Private or restricted use events that exclude and /or inhibit the recreational use of the facilities by the AUC community over extended periods of time will not be approved.
- All external groups will be charged a rental fee. Fees vary upon the intended use area requested and length of time the area is required. Supervision overtime and

transportation fees will be included. Depending upon the use and scope of the reservation. These supervision fees are used to provide office of Athletics staff assist during the rental period, and will not be waived.

- Participants must be abide by regular AUC Office of Athletics regulations related to the specific facility to be used (proper footwear, age regulations etc.) as well as all AUC Campus Regulations on gatherings and activities.
- Any reservation for any other AUC departments must be directly supervised by the Athletics Department.
- All signs commercial banners or any other form of publicity to be displayed, broadcast, distributed, or used in any manner at the sports facilities are subject to review by the Athletics Director or his/her designees. Prior approval of such items is required and should be requested well in advance of the event.
- AUC Sports Facilities should not be used for fund raising or commercial purposes without expressed written permission.
- Any food, tents, fees charged to participants, team entry fees, other special requirements and all equipment to be used must be shown on the reservation form. Any outside vendors must be pre-approved by AUC and may require a significant review and approval time frame. It's the applicant's responsibility to obtain approval from the appropriate AUC office(s) and include this in the application to Office of Athletics.
- Clearance for admission of individuals to the campus. Parking arrangements, security clearance and other AUC-provided services must be handled directly with the appropriate university offices before applying to Office of Athletics. The Office of Athletics handles only the facilities reservation for space assigned to the department.

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## **Forms/Instructions**

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<http://in.aucegypt.edu/student-life/office-athletics/facilities-and-reservations>

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## **History/Revision Dates**

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Origination Date: December 2016

Last Amended Date: December 5<sup>th</sup>.2016

Next Review Date: August 2017