

## **POLICIES FOR HPE FACILITY AND SPORT FIELDS USE BY OUTSIDE GROUPS**

### **Introduction:**

The Health and Physical Education Building, which opened in 1982, was originally designed for instructional and recreational purposes. Since its conception, a number of other requests for utilization have occurred. These requests come from a variety of organizations and groups. The priority of facility utilization still adheres to the original intent with athletics being added: academic use is first (credit and noncredit courses), followed by athletics, then intramurals and student activities. Not all outside requests have been accommodated but possibility for outside group utilization does exist upon adherence to the following policy. All outside group requests for the use of the facility are to be directed to the HPE Facilities Manager.

### **HPE Facility and Sport Fields Description:**

The HPE Building includes: a collegiate size basketball/volleyball court with seating capacity of approximately 1000; a 25 meter indoor swimming pool with adjoining bulkhead separation for smaller aquatic activities and ADA accessible; 5 racquetball courts; a weight training facility with aerobic, Cybex and free weight equipment; an athletic training room; dance studio; mat room; two large locker rooms with showers; Model classroom-5 wireless Mac computers; Computer Lab; Exercise Physiology lab; and a small kitchen area. The LSUS Sports Fields include approximately 17 acres of land which include a collegiate baseball field with seating, 6 tennis courts, two full-size soccer fields with available seating, and 10 acres of designated recreational fields with limited seating arrangements.

### **Request Protocol:**

- A. **Request must be in written format**
- B. **Need to specify**
  1. Activity planned
  2. Approximate number of participants
  3. Projected time and date
  4. Number of spectators
  5. Brief description of outside group
  6. Parking lot needs projection
  7. Description of signage that will occur  
(adhesive restrictions to building and floors)
  8. Classification of the outside group
    - a) Student organization sponsored event with outside group
    - b) Local or community (specified area of Caddo/Bossier)
    - c) Charity (funds themselves or are nonprofit)

- d) Service organizations (of value or use to the university or local community)
- e) Schools of Education (band practice, athletic team practice or recreational program)
- f) Professional athletic teams or Non-LSUS collegiate teams
- g) Public (any group not named above)

**C. Liability Certification or Release and Financial Responsibility**

- 1. Certificate of public liability insurance in an amount of not less than one million dollars for events when in the judgment of the university officials there is a significant risk factor.
- 2. Signed release of liability
  - a) Approved by university legal staff
  - b) Signed by requesting group
  - c) Signed by HPE Facilities Manager
- 3. Signed financial responsibility form
  - a) Covers damage or excessive use above normal expectations
- 4. Both documents filed in advance of event

**D. Rules and Agenda Meeting**

- 1. Policy for operations

**E. Fee Structure will be based on the following scale:**

- 1. Base rate by the hour, day or event
- 2. Base rate for 4 hours for equipment
- 3. Deposit equal to half the quoted fee will be required two weeks prior to the event.
- 4. Deposit will be returned after event if
  - a) No additional charges occurred
  - b) No damages were done to the facility
- 5. If event is canceled, the deposit minus scheduling fee will be refunded if,
  - a) Written notification is received 7 working days prior to the event or,
  - b) If inclement weather causes cancellation, a full refund will be given.

**F. Fee is for use of the building and sport fields and does not include extras. The following are additional fees:**

- 1. Any additional set-up or take-down charges will be quoted on request.
- 2. Special equipment needs or requirements must be addressed in advance.
- 3. Personnel
  - a) Staffing for the Facility Supervision needs included as an additional charge at \$15/hour.
  - b) Aquatic activities will require lifeguards @ \$10/hour
  - c) Security may be provided by request at \$25/hour/officer (min. 4 hours) (Large events mandatory)
  - d) Housekeeping at \$15/hour (min. 4 hours)

4. Reported damage claims fee
- G. Concessions may occur during events with prior approval
- H. Sales of merchandise may only occur with approval. Minimum 20% royalty to the university
- I. Incidents and Accidents need to be reported on university report form (ask facility supervisor)
- J. Copies of this form must be held present during the event by the organization representative
- K. The representative of the organization that signs the reservation form must be present at the event while it is in progress
- L. All vehicles must be parked in the parking lots on campus. NO parking is allowed on the shoulders of the university roads, fire lanes, or sports fields.
- M. Certified athletic trainers or EMT personnel must be present at all competitive sports events.
- N. CHILDREN AGE 12 AND UNDER MUST BE SUPERVISED AT ALL TIMES.
- O. If the event runs over contracted time, additional fees will be accessed.

### **Rental Rates (Excluding Personnel Costs):**

#### **Rooms/Fields**

Swimming Pool	\$40/hr
Dance Studio	\$100/half day
Gymnasium Floor	\$350/day
Softball Field	\$100/half day
Racquetball Courts	\$25/hr/court
Soccer Field	\$300/day
Recreation Fields	\$100/half day
Mat Room	\$125/half day
Large Classroom	\$100/day
Conference Room	\$50/half day

#### **Equipment**

Score Board	\$50/day
TV/VCR	\$25/day
Computer	\$30/day
Overhead Projector	\$30/day
Volleyballs (half dozen)	\$10/4 hrs
Basketballs (half dozen)	\$10/4 hrs
Badminton nets/standards	\$25/4 hrs
Other Equipment	to be negotiated*

**ITEMIZED FEE SUMMARY:**

ROOM/FIELDS/POOL	_____	EQUIPMENT	_____
MAINTENANCE	_____	SUPERVISION	_____
LIFEGUARD	_____	HOUSEKEEPING	_____
SPECIAL SET-UP/DOWN	_____	SECURITY	_____
CONCESSIONS (20%)	_____	SALES (20%)	_____
DEPOSIT AMOUNT	_____		

**TOTAL COSTS:\$**\_\_\_\_\_ **DO NOT BILL UNTIL:**\_\_\_\_\_ **BILL FOR:\$**\_\_\_\_\_

(DATE) \_\_\_\_\_

All payments are to be made to:

LSUS  
 Division of Continuing Education & Public Service  
 Louisiana State University in Shreveport  
 One University Place  
 Shreveport, Louisiana 71115-2399

**PRELIMINARY APPROVAL**

_____	_____
<b>ORGANIZATIONAL REPRESENTATIVE</b>	<b>DATE</b>
_____	_____
<b>HPE FACILITIES MANAGER</b>	<b>DATE</b>

**FINAL APPROVAL**

_____	_____
HPE FACILITIES MANAGER	DATE
_____	_____
DEAN, CONTINUING EDUCATION AND PUBLIC SERVICE	DATE
_____	_____
CHIEF OF UNIVERSITY POLICE	DATE

REQUEST FORWARDED:  
 LSUS  
 HPE FACILITIES MANAGER  
 ONE UNIVERSITY PLACE  
 SHREVEPORT, LOUISIANA 71115-2399  
 (318)798-4145 or (318)797-5386 (FAX)  
 CCRAIN@lsus.edu

**HPE FACILITY & SPORT FIELDS RESERVATION FORM FOR OUTSIDE GROUPS**

Title of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Represented: \_\_\_\_\_  
\_\_\_\_\_

Contact/Organizational Representative: \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Cell: \_\_\_\_\_  
email: \_\_\_\_\_

Projected Attendance: \_\_\_\_\_ Number of Vehicles: \_\_\_\_\_

Rooms or Fields Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Needs: \_\_\_\_\_  
\_\_\_\_\_

Concessions: \_\_\_\_\_  
\_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

\*LSUS reserves the right to cancel or alter reservations as necessary.  
University events have priority.

**Fees Charged to participants: YES\* NO If yes, how much?** \_\_\_\_\_

\*If a fee is charged, the application must be processed through the Division  
of Continuing Education and Public Service and is subject to a 20% royalty.

**Fees Charged to audience: YES\* NO If yes, how much?** \_\_\_\_\_

\*If a fee is charged, the application must be processed through the Division  
of Continuing Education and Public Service and is subject to a 20% royalty.

LOUISIANA STATE UNIVERSITY IN SHREVEPORT  
ONE UNIVERSITY PLACE  
SHREVEPORT, LOUISIANA 71115-2399

CONTRACT AND HOLD HARMLESS AGREEMENT - UNIVERSITY FACILITIES

ORGANIZATION:

FACILITY REQUESTED:

DATE AND TIME TO BE USED:

PURPOSE:

PRESIDENT OR RESPONSIBLE EXECUTIVE OF ORGANIZATION:

REMARKS:

This form, properly executed by an authorized officer of the using organization, and the necessary payment must be returned by \_\_\_\_\_. If the organization no longer wishes to use the facility, LSUS must be notified immediately.

In consideration of the use of university premises, I/we agree to indemnify and hold harmless LSUS from and against any liability and claims for bodily injury, death, sickness, disease, or any property damage arising out of our use of the premises of LSUS, excluding, however, such liability and claims that result from the sole fault of LSUS, its agents, or employees.

If the facilities to be used are under circumstances where, in the judgment of University officials, there is a significant risk factor, a certificate of public liability insurance will be required from the using organization in an amount not less than one million dollars (\$1,000,000.00) to protect both LSUS and, \_\_\_\_\_, their officers, agents, and employees from all claims, suits, judgments, causes of action and any other similar matters arising out of \_\_\_\_\_ use of LSUS premises. The insurance must be in effect at all times during the operation of this agreement.

Thirty (30) days written notice is required for either party to cancel the agreement for use of the facilities and conditions set forth.

LOUISIANA STATE UNIVERSITY IN SHREVEPORT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE