

**POLICIES FOR HPE FACILITY AND SPORT FIELDS
USE BY LSUS SPONSORED 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)
- C. **NO** fee is charged for use of the building and sport fields. The following are additional fees primarily for personnel costs.

1. Special equipment needs or requirements must be addressed in advance.
 2. 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 (min. 4 hours)(Large events mandatory)
 - d) Housekeeping at \$15/hour (min. 4 hours)
 3. Reported damage claims
- D. Concessions may occur during events with prior approval
- E. Sales of merchandise may only occur with approval. Minimum 20% royalty to the university
- F. Incidents and Accidents need to be reported on university report form (ask facility supervisor)
- G. Copies of this form must be held present during the event by the organization representative
- H. The representative of the organization that signs the reservation form must be present at the event while it is in progress
- I. 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.
- J. Certified athletic trainers or EMT personnel must be present at all competitive sports events.

Rental Rates (Excluding Personnel Costs):

Equipment

Score Board	no cost
TV/VCR	\$15/4 hrs
Computer	\$25/4 hrs
Overhead Projector	\$10/4 hrs
Copier	\$0.10/page
FAX	\$1.00/page
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:

EQUIPMENT _____	SUPERVISION _____
MAINTENANCE _____	HOUSEKEEPING _____
LIFEGUARD _____	SECURITY _____
SPECIAL SET-UP/DOWN _____	SALES (20%) _____
CONCESSIONS (20%) _____	

TOTAL COSTS: _____

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

ORGANIZATIONAL REPRESENTATIVE	DATE
HPE FACILITIES MANAGER	DATE

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@pilot.lsus.edu

HPE FACILITY & SPORT FIELDS RESERVATION FORM
FOR LSUS SPONSORED GROUPS

Title of Activity: _____

Organization Represented: _____

Contact/Organizational Representative: _____

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.