Facility Reservations

Priority of Reservation
University Recreation and Wellness facilities may be reserved by user groups for a variety of activities. Reservations are generally made on a first come/first served basis with the following priority:

- Internal RecWell programming which serves the student body
- Registered student groups of the University of Minnesota
- University of Minnesota departments/academic units
- General public

Facility reservation requests must be submitted to one of the following individuals:

- Facilities Event and Operations Manager: Mpls. Recreation and Wellness Center, Cooke Hall, University Fieldhouse, Student Recreational Sports Field and Dome and Outdoor facilities.
- Program Director, Aquatics: All departmental swimming pools.
- Assistant Director of Facilities, St. Paul: For use of the St. Paul Gymnasium and St Paul Outdoor facilities
- Reservations can also be made via the RecWell website: [http://www.recwell.umn.edu/facilities/reservations.php](http://www.recwell.umn.edu/facilities/reservations.php)

Ten day notice policy
To process paperwork and acquire the necessary approvals, URW requires a minimum notice of ten business days. Floor plans and logistics must be finalized no later than three working days prior to an event. There may be additional charges for set-up or logistical changes unless the user or lessee notifies RecWell at least three (3) working days prior to the event. Large scale events require a minimum notice of 4 weeks.

Insurance
Non-University groups (including student groups without an EFS#) must provide proof of commercial liability insurance with a minimum of $1 million per occurrence with the University of Minnesota Board of Regents named as the primary additional insured. Those groups may purchase insurance through the approved vendor for the University of Minnesota tenant user liability insurance program (TULIP) [https://tulip.ajgrms.com/](https://tulip.ajgrms.com/).

Cancellation Policy
Rec Well Event Staff must be notified immediately if the event is canceled. Refunds are based on the amount of advanced notice provided.

- Seven (7) or more full working days before event: Full Refund
- Less than seven (7) full working days before event: No Refund

If RecWell cancels due to unforeseen circumstances, the payment will be refunded in full.

Payment
Payment is due prior to the event. A deposit may be requested at the discretion of the RecWell Event staff. If payment is not received, RecWell reserves the right to cancel an event. Payments can be made through check payable to University of Minnesota, University EFS transfer, or credit card.
Rental Fees: The length of the rental period includes preparation, set up, and tear-down/clean-up times. If a group uses a facility for a portion of an hour, they will be charged for the full hour, unless they have rented the facility for the day (i.e. University Recreation and Wellness will bill in one hour increments. If an event is two and one-half hours long, the group will be billed for three hours of rental time).

Event Operation Charges: In addition to the rental fee, the rental group is responsible for all direct labor costs incurred by University Recreation and Wellness that are necessary for the proper operation and maintenance of the facility. These costs include, but are not limited to, facility operations staff, lifeguards, paramedics, security and traffic personnel, sport officials, etc. The amount of staff assigned to an event will be determined based on the size and nature of the event. Rental groups will also be charged for any special cleaning, maintenance, or repair resulting from the event or activity.

**Exclusive Caterer**

University Recreation and Wellness has an exclusive catering contract with Taher, Incorporated. Events serving food and beverages in the University Recreation and Wellness Center must contact the Taher Catering Manager. RecWell Event Staff will assist with this process.

**Food Permit**

A Food Permit must be completed ten days prior to the event, to allow for approval by Environmental Health and Safety (EHS) [http://www.dehs.umn.edu/PDFs/foodpermit.pdf](http://www.dehs.umn.edu/PDFs/foodpermit.pdf). EHS reserves the right to approve or refuse any request.

A Food Permit is not required with private events in which the general university community is not invited— the following are examples:

- Faculty or staff campus office, department, student group or service unit event when the number of attendees is 25 or less,
- Events for when the food is to be provided by, or catered by UDS,
- Events where only non-perishable menu items or entirely pre-packaged goods are to be served;
- Events such as wedding receptions, club meetings, birthday parties, bar mitzvahs, church meetings, etc., to which the general university community is not invited.

**Alcohol Policy**

An alcohol permit must be submitted in triplicate at least 10 days prior to the event to allow for University approvals [http://www.policy.umn.edu/Forms/upo/um23p.pdf](http://www.policy.umn.edu/Forms/upo/um23p.pdf). The following must be adhered to:

- The applicant must be present at the event/program and be responsible for the control and serving of the alcohol.
- No University budgeted funds may be used directly or indirectly for the purchase of alcoholic beverages. Student activity funds are not considered University funds.
- Alcoholic beverages must not be sold, nor can their cost be included in the price of an admission ticket.
- All state and municipal laws must be enforced, e.g., minors may not be served; no one is to be served who is intoxicated.

The applicant is responsible for:
• Ensuring that the event is legally conducted
• The conduct of members and guests attending the event
• All arrangements, including scheduling the room, contacting the head of the unit where the event will be held, set-up, clean up, etc.
• Non-alcoholic beverages must be properly dispensed
• Glass containers are not allowed in any URW facilities.

Weather/Rain Date
RecWell will not guarantee alternate facilities or rain dates. However, we will make every effort to find space or alternate dates. Alternate facility space must be reserved within 10 days of event. When reserving an alternate facility for weather purposes the client will be charged 25% of the reservation cost. If the alternate facility space is used, the client will be charged the full room rental and will not be charged for the outdoor space. RecWell reserves the right to mandate the time in which rain calls must be made.

Table Policy
Upon approval, a table will be setup in a specified location by RecWell staff. Outdoor table use is not permitted.
• Table must be staffed at all times and organization name must be visible.
• Tablers may not actively approach RecWell participants.
• If conducting academic research, material must be approved through the RecWell department.
• All material distributed must comply with University policy on distribution of information.
• Distribution of sealed, pre-packaged food/beverage is allowed, with prior approval. All other food distribution is prohibited.
• Fundraising is prohibited.
• All materials left behind will be discarded.

**Please note: Decorations such as: Helium-filled balloons, non-enclosed candles, confetti, smoke or fog machines, sparklers, and glitter are not permitted. Contact University Recreation and Wellness Event Staff at urwevent@umn.edu to request a table.

Collection Bin
Registered student groups and University departments may apply to have a food, book or toy drive bin located in the main lobby of the University Recreation and Wellness Center. It is the responsibility of the organization to maintain the bin.
• Signage must be approved by RecWell Facility Staff prior to placing it on the bin.
• The bin will be provided by RecWell.
• University Recreation and Wellness will not provide storage for extra items.
• It is the responsibility of the organization to keep inventory of the bin and empty it when necessary.
• University Recreation and Wellness is not responsible for the security of the items placed in the bin.
Contact University Recreation and Wellness Event Staff at urwevent@umn.edu to request a collection bin.
The Facility Manager of Events and Operations will determine any policies or procedures concerning the scheduling of events that are not stated here.