#### Corbin J. Robertson Center

# (hereafter referred to as the Robertson Center) Facility Usage Policy

Effective Date: August 1, 2015

**Facility Overview**: Robertson Center serves the campus academic, athletic, intramural, recreational and wellness programs as well as major University events. Robertson Center has racquetball courts, two performance courts, faculty and staff locker rooms, team locker rooms, classrooms, natatorium, aerobics room, weight room and meeting rooms.

## **Scheduling Contact:**

Athletics Facilities Scheduler - Ext. 1381

The following facilities in the Robertson Center are available to be reserved by faculty, staff, student organizations, and the public (on a restricted basis):

- Racquetball Courts (1<sup>st</sup> come; 1<sup>st</sup> serve)
- Robertson Courts
- Walzel Courts
- Dressing Room(s)
- Classroom(s)
- Natatorium
- Aerobics Room
- Robertson Foyer
- Robertson Lounge
- Medley Room

#### **Hours of Operation:**

Check the Robertson Center website for hours. southwesternpirates.com/information/hours

#### **Scheduling Priorities**

Priorities for facility use are as follows:

- 1. Traditional season intercollegiate athletic events, kinesiology and other academic classes, and priority University events.
- 2. Non-traditional season intercollegiate athletic events; programs, events and classes sponsored by SIRA.
- 3. Recreational and wellness/fitness activities/classes planned for the SU community in the form of "open play" leisure activities, activities/practices sponsored by student organizations.
- 4. Short-term special events co-sponsored by authorized users\* and off-campus participants (i.e. Red Cross swimming programs, CPR training, summer sport camps, and UIL events).
- 5. Off-campus sponsored events for a specified group, spectators, or general public (Rental fees are charged.).

\*Authorized users are the Departments of kinesiology, intercollegiate athletics, intramural and recreational activities, and student life.

# See General Facilities Use Policy for regulations applicable to ALL University facilities.

## Specific Regulations for Use of the Robertson Center

- 1. Persons are required to show their Southwestern I.D. card to determine eligibility for usage. Students, faculty, staff and their dependents that are using the facility may have one non-University guest per Southwestern issued identification card. Non-university guests must complete a liability waiver form.
- 2. Food or drink (except capped, bottled water) is not permitted in activity areas except with special permission from the Director of Intercollegiate Athletics or designee. Food is permitted in the lounge area; however, it must remain in that area. If food is to be served in the Walzel or Robertson Courts, the floor must be covered. Non-athletic programs with heavy foot traffic may require the floor to be covered. (There will be an additional charge for the set-up.)
- 3. The consumption, possession, or distribution of alcoholic beverages is only permitted in the Robertson Center with the written permission of the Vice President of Student Life. The consumption, possession, or distribution of controlled substances is prohibited.
- 4. The sponsoring group or contact person from the public sector must assume responsibility for the event. Any outside group must have an approved Southwestern representative (Administrator in Charge/AIC) present at all times. (There will be an additional charge for hiring an AIC.)
- 5. Changes in the event and/or cancellation notices must be received by a date agreed upon by the users of the Robertson Center and the Director of Intercollegiate Athletics of designee.
- 6. Campus Police will be consulted for security, parking issues, or supervised entry and lock-up requirements. (There may be an additional charge depending on time requirements to perform task.)
- 7. The sponsoring group must coordinate any additional services (i.e. catering, audiovisual, etc. through the appropriate University department.
- 8. Certified lifeguards and proctors must be employed through the Director of Intercollegiate Athletics or designee.
- 9. It is the responsibility of the sponsoring group to staff all necessary event workers.
- 10. The Robertson Center may be rented when the University is closed only when Southwestern athletic staff are able to handle all facility requirements for the event and the event has been approved by the Director of Intercollegiate Athletics or designee.
- 11. Furniture, equipment, or other rearranged items must be returned to original positions at the conclusion of the scheduled event.
- 12. Doors should not be propped open and left unattended. Doors should not be wedged open at the top of the door.
- 13. Temporary event signage must be approved by the Director of Intercollegiate Athletics or designee. Signs must be removed immediately after the event.

- 14. Special restrictions apply to specific sports facilities such as the following:
  - Non-marking, rubber soled shoes are to be worn on wood surfaced sport courts during play/activity.
  - Facilities should be used for their intended purpose Inappropriate activities that may damage surfaces or create hazardous environments will not be permitted.
  - Bicycles, skateboards, scooters, etc. are not allowed on the indoor track or courts.
  - Bathing suits must be worn in the swimming pool and posted natatorium rules obeyed.
  - Approved certified lifeguards must be present at all times when persons are in the pool area.
  - Access to the swimming pool is through the locker rooms only.

Exceptions to this policy must be approved by the Director of Intercollegiate Athletics or designee.