Corbin J. Robertson Center

(Hereafter referred to as the Robertson Center)

Facility Usage Policy

Effective Date: July 1, 2009

To schedule activities in the Robertson Center, contact the Department of Athletics or the Facilities Coordinator at 863-1381. Approved events in the Robertson Center may be eligible to be posted on the University Calendar. Go to www.southwestern.edu/sucalendar/main.php?view=documentation to get details.

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

- Racquetball Courts (1st come; 1st serve)
- Robertson Courts
- Walzel Courts
- Dressing Room(s)
- Classroom(s)
- Natatorium

Hours of Operation

A proctor is provided at all times during regular building hours.

Fall & Spring Semesters

Monday – Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 6:00 p.m. /9:00 p.m.–12:00 a.m. Special Programming
Saturday	1:00 p.m. – 6:00 p.m/9:00 p.m.–12:00 a.m. Special Programming
Sunday	1:00 p.m. – 11:00 p.m.

Summer Sessions

Monday – Friday	10:00 a.m. – 6:00 p.m. (5:00 p.m. on Fridays)

Hours are subject to change. Call 863-1387 for current hours or check the web site for hours/activities.

Scheduling Priorities

Priorities for building use are as follows:

1. Traditional season intercollegiate athletic events, kinesiology, and priority University events.
2. Non-traditional season intercollegiate athletic events.
3. Programs, events, and classes sponsored by SIRA.
4. 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.

5. 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).
6. 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.

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use

1. Persons may be required to show their Southwestern I.D. card to determine eligibility for usage. Students, faculty, staff and their dependents who are using the facility may have **one** non-University guest per Southwestern issued identification card.
2. Food or drink (except capped, bottled water) is permitted in activity areas only with special permission from the Robertson Center Building Coordinator. 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. Programs with heavy foot traffic may require the floor to be covered. (There will be an additional charge for the set-up.)
3. Smoking, the use of other tobacco products, or the consumption, possession or distribution of any controlled substance (other than alcohol) is not permitted in the Robertson Center at any time.
4. The consumption, possession, or distribution of alcoholic beverages is not permitted in the Robertson Center without the written permission of the Vice President of Institutional Advancement or the President.
5. Burning candles or halogen lamps is not permitted.
6. The sponsoring group or contact person from the public sector must designate no more than two people to assume complete responsibility for the event. An outside group must have a Southwestern representative present at all times. (There may be an additional charge.)
7. Changes in the event and cancellation notices must be received by a date agreed upon by the users of the Center and the Director of Athletics or the Facilities Coordinator.
8. Campus Police will be consulted for security, extensive parking issues, or supervised entry and lock-up requirements (there may be an additional charge).
9. The sponsoring group must assume responsibility for all services assessed such as catering, employment of certified lifeguard, audiovisual needs, payment of extra hours for proctors, score clock operators, security, etc.
10. A Southwestern University sponsoring department/group must have an active role in non-University events by having a representative present at all times.
11. All furniture, equipment, and other rearranged articles must be returned to original positions at the end of the scheduled function. No doors should be propped open and unattended. Doors should not be wedged open at the top of the door. Signs and placement of signs must be approved and removed after the event.

12. Groups using the Robertson Center will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying the facility.
13. The use of University facilities is a privilege, and participants are expected to be good citizens and respect the rights of others. Responsible conduct is expected and required. Individuals who engage in unacceptable behavior may have their access to facilities revoked or modified and may be subject to University disciplinary action.
14. Special restrictions apply to specific sports facilities such as the following:
    - Only court shoes are to be worn on wooden surfaced sport courts during play/activity.
    - Appropriate activities are required by the intended use of the specific facility (i.e. baseball is played on the baseball field not in the gym). Inappropriate activities that may damage surfaces or create hazardous environments will not be allowed.
    - Bathing suits must be worn in the swimming pool and posted rules obeyed.
    - Certified lifeguards must be present when persons are swimming.

Indemnification/Insurance
External constituents wishing to rent facilities in the Corbin J. Robertson Center must provide a **Certificate of Insurance**. All aspects of this requirement are explained in the **Agreement for Use of Athletic and Recreational Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Director of Athletics or the Facilities Coordinator.

Moses and Snyder Recreational Fields, Varsity Soccer Game and Practice Fields, Taylor-Sanders Softball Field and Other Open Areas

Facility Usage Policy
Date Effective: July 1, 2009

To schedule activities on the sports fields or open areas at Southwestern, contact the Department of Athletics or the Facilities Coordinator at 863-1381.

Hours of Operation
By reservation only.

Scheduling Priorities
Priorities for the playing fields and open areas are as follows:
1. Traditional season intercollegiate athletics events, kinesiology, and priority University events.
2. Non-traditional intercollegiate events.
3. Programs, events, and classes sponsored by SIRA.
4. 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.
5. Short-term special events co-sponsored by authorized SU staff and off-campus participants. (i.e. Red Cross swimming programs, CPR training, summer sport camps, and UIL events.)
6. Off-campus sponsored events for a specified group, spectators, or general public. (Rental fees are charged.)

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use
1. Persons may be required to show their Southwestern I.D. card to determine eligibility for usage. Students, faculty, staff and their dependents who are using the facilities may have **one** non-University guest per Southwestern issued identification card.
2. The consumption, possession, or distribution of alcoholic beverages or any controlled substance is not permitted at any time.
3. Use of the fields by organized student groups, student organizations, and external constituencies must be supervised by either intercollegiate coaches and team managers, intramural directors and supervisors, club sport coaches/team managers, kinesiology (FRA) instructors, or student organization's designated personnel. An outside group must have a Southwestern representative present at all times. (There may be an additional charge.)
4. During open-play activity by the SU community, each student, faculty member, staff person and the dependents of faculty and staff may have a maximum of one guest per

I.D. card. No organized practice of an off-campus team may occur during open-play designated activity.

5. No person or group/team* may play on the fields during heavy rain or when the fields are muddy or under water. Signage indicating "Fields Closed to All Play" will be posted when the playing fields are closed. *(Exception: Intercollegiate soccer teams may play during these conditions, if deemed appropriate by the Director of Athletics or a designee.)
6. The fields are closed during growing season and over-seeding activity specifically during the eight (8) weeks prior to the beginning of fall soccer practice. Signage indicating "Fields Closed to All Play" will be posted when the playing fields are closed.
7. ONLY University personnel or designees may line the fields with approved materials. External users of the fields should make arrangements for the fields to be marked by contacting the Director of Athletics or the Facilities Coordinator at 863-1381. The Facilities Coordinator will discuss the fee for this service. External users must use the goals that are on the field. Additional goals may be available upon request.
8. External users may be requested to provide a damage deposit.
9. If requested and when available, a person can be hired to operate the public announcing system and scoreboard for a fee.
10. Campus Police will be consulted for security, extensive parking issues, or supervised entry and lock-up requirements (there may be an additional charge).
11. The use of University facilities is a privilege, and participants are expected to be good citizens and respect the rights of others. Responsible conduct is expected and required. Individuals who engage in unacceptable behavior may have their access to facilities revoked or modified and/or subject to University disciplinary action.
12. An outside group must have a Southwestern representative present at all times. (There may be an additional charge.)

Indemnification/Insurance

External constituents wishing to rent the playing or practice fields must provide a **Certificate of Insurance**. All aspects of this requirement are explained in the **Agreement for Use of Athletics and Recreation Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Director of Athletics or the Facilities Coordinator.

Rockwell Field

Facility Usage Policy
Date Effective: July 1, 2009

To schedule activities on Rockwell Field, contact the Department of Athletics or the Facilities Coordinator at 863-1381.

Hours of Operation
By reservation only

Scheduling Priorities
Priorities for the playing fields and open areas are as follows:
1. Traditional season intercollegiate athletics events, kinesiology and priority University events.
2. Non-traditional intercollegiate events.
3. 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)
4. Off-campus sponsored events for a specified group, spectators, or general public. (Rental fees are charged.)

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use
1. The consumption, possession, or distribution of alcoholic beverages or any controlled substance is not permitted at any time.
2. The premises shall be returned to its original condition at the end of the scheduled activity.
3. Groups using Rockwell Field will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying the facility.
4. Campus Police will be consulted for security, extensive parking issues, or supervised entry and lock-up requirements (there may be an additional charge).
5. An outside group must have a Southwestern representative present at all times. (There may be an additional charge.)
6. The use of University facilities is a privilege, and participants are expected to be good citizens and respect the rights of others. Responsible conduct is expected and required. Individuals who engage in unacceptable behavior may have their access to facilities revoked or modified and/or subject to University disciplinary action.

Indemnification/Insurance

External constituents wishing to rent Rockwell Field must provide a **Certificate of Insurance**. All aspects of this requirement are explained in the **Agreement for Use of Athletic and Recreational Facilities**.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Director of Athletics or the Facilities Coordinator

Outdoor Volleyball Court
(and accompanying field area)

Facility Usage Policy
Date Effective: July 1, 2009

To schedule activities at the Outdoor Volleyball Court or the accompanying field area, contact the Athletics and Recreation Facilities Coordinator at 863-1381. Reservations requested by students, faculty and staff will be scheduled on a weekly basis. A note of the upcoming event(s) will be posted at the courts.

Hours of Operation
Open from 8:00 a.m. – Midnight (Lights off at midnight)

Scheduling Priorities
Priorities for the use of the courts are as follows:
1. Southwestern students, faculty and staff

The University reserves the right to make judgments concerning facility usage and cancel events that are deemed dangerous and/or are not in compliance with regulations.

Regulations for Use
1. Persons may be required to show their Southwestern I.D. card to determine eligibility for usage. Students, faculty, staff and their dependents who are using the court may have **one** non-University guest per Southwestern issued identification card.
2. The consumption, possession, or distribution of alcoholic beverages or any controlled substance is not permitted at any time.
3. No glass containers are permitted on the court or accompanying field area.
4. The premises shall be returned to its original condition at the end of the scheduled activity.
5. Groups using the Outdoor Volleyball Court and accompanying field will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying the facility.
6. The use of University facilities is a privilege, and participants are expected to be good citizens and respect the rights of others. Responsible conduct is expected and required. Individuals who engage in unacceptable behavior may have their access to facilities revoked or modified and/or subject to University disciplinary action.

Southwestern University is not responsible for injuries sustained or property lost/damaged while persons participate in its facilities.

Exceptions to this policy must be approved by the Director of Athletics or the Facilities Coordinator.