

All Athletic and Recreational Fields
Facility Usage Policy
Date Effective: August 1, 2015

Facility Overview: Athletic and Recreational Fields serve athletic, intramural, recreational and wellness programs as well as summer programs.

Scheduling Contact: Athletic Facilities Scheduler - 863-1381.

Scheduling Priorities

Priorities for the playing fields and open areas are as follows:

1. Traditional season intercollegiate athletics events, academic classes, and priority University events.
2. Non-traditional intercollegiate 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 registered student organizations.
4. Short-term special events co-sponsored by authorized SU staff and off-campus participants.
5. Off-campus sponsored events for a specified group, spectators, or general public. (Rental, set-up and maintenance fees are charged.)

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

Specific Regulations for Use of Athletic and Recreational Fields:

1. During open-play 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. (not applicable to Rockwell Field)
2. The consumption, possession, or distribution of alcoholic beverages or any controlled substance is not permitted at any time.
3. Organized use of the fields by registered student organizations, and external constituents must be supervised by either intercollegiate coaches or team managers, intramural directors and supervisors, club sport coaches/team managers, academic class instructors, or registered student organization’s designated personnel. 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 and AIC.)
4. No off-campus or non-Southwestern team may utilize the facilities for practice without going through the University’s contract process.
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 teams may play during these conditions, if deemed appropriate by the Director of Athletics or his/her designee.)
6. Fields may periodically be closed for major field maintenance. When fields are closed, signs will be posted prohibiting field usage.
7. ONLY University personnel or designees may line the fields. (Summer Camps are exceptions to this policy when using Moses and Snyder Fields.) External users of the fields

should make arrangements for the fields to be marked with approved materials by contacting the Director of Intercollegiate Athletics at 863-1381. There will be a fee assessed for this service. External users must use the goals that are on the field. Additional goals may be available upon request.

8. Athletic and recreational fields may be rented by external constituents when the University is closed only when athletic staff are able to handle all aspects of the agreement with the external constituent and all facility requirements for the event. No other Southwestern departments can support these events.
9. If requested, and when available, a person can be hired to operate the public announcement system and scoreboard for a fee. (Moses and Snyder Fields do not have a scoreboard or PA system.)
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. An outside group must have a Southwestern representative present at all times. (There may be an additional charge.)
12. The premises shall be returned to its original condition at the end of the scheduled activity.
13. Groups using facilities will be held financially responsible for the repair of damages resulting from improper use that may occur while occupying the facility.
14. No glass containers are permitted.
15. Food and beverages are allowed.

Exceptions to this policy must be approved by the Director of Athletics or his/her designee.