

***Department of
Intercollegiate Athletics***



***Policies and Procedures
Manual for Facility Usage
and Rentals***

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Defining Rate Structure

Outside Event - An event requested by a public or private group that is not affiliated with the University of Alabama or the Department of Intercollegiate Athletics. *(Ex. Reception, conference, meeting)*

Outside Athletic Event - An athletic event requested by a public or private group that is not affiliated with the University of Alabama or the Department of Intercollegiate Athletics. The athletic event must be in a facility for which the activity was intended. *(Ex. Adult softball tournament, All-Star baseball tournament)*

University Event- An event that is requested by the University or University group that falls under the University of Alabama's insurance coverage. *(Ex. Graduation, President's Office Event, UA Health Fair.)*

IA Event - An event managed and operated by the Department of Intercollegiate Athletics staff. *(Ex. Team meals, team banquets, development fundraisers.)*

Educational Institution/Non-Profit - An event managed and operated by an educational institution which includes all public and private schools, Junior Colleges and 4 year learning institutions. Non-Profit groups must provide proof of their status by providing the proper 501c3 paperwork. *(Ex. High School team practice, Shelton State practice)*

Educational Institution/Non-Profit for Commercial Use - An event with the same conditions as the EI/NP rate; however, the institution is selling tickets, memberships or sign-up fees to EI/NP groups. *(Ex. High School Track Regional that sells tickets, Charity 5K with registration fees)*

Rental Rate Policies

- All facility rentals are subject to availability of the facility and resources needed to host the event.
- Public, university and private events will not be scheduled in the same facility on the same day as an athletic competition.
- All events must provide a certificate of liability insurance and sign a Permissive Use Agreement provided by the Department of Intercollegiate Athletics.
- Facilities will be used for the activities or athletic event for which the facility was intended.
- "Athletic" event rates only apply for athletic events in the facility for which it was intended without the sale of tickets.
- Negotiated rates are left to the discretion of the Athletic Director.
- In cases of "Force Majeure" to outside operators' grounds/facilities, facilities will be granted access as decided by the Athletic Director. Force Majeure includes but is not limited to, fire, tornados, flooding, hurricanes, earthquakes, etc.
- Fees may be waived or changed only by the Athletic Director.

- IA events will be managed by IA unless formerly requested.
- All non-athletic facilities rates (The Zone, Coliseum Club Level) are based on a 3 hour event. Rates are subject to change if the event lasts longer than 3 hours.
- Athletic facility rates are based on a day of usage and rates are subject to change upon the duration and nature of the event.
- Additional policies and procedures are explained in greater detail throughout the rest of the documents.

Scheduling of Facilities

All proposed events must go through the online facility request process on rolltide.com to be scheduled through the Department of Intercollegiate Athletics Events/Facilities Office. Listed below is the Department of Intercollegiate Athletics prioritized list of event scheduling.

1. The scheduling of an athletic competition will take precedent over the scheduling of all other events. No event will be scheduled in a facility with an athletic competition on the same day or in the case of football no event shall be schedule prior to or immediately after a home game.
2. Other athletic activities including exhibition games, scrimmages, practices, conditioning and player workouts will take precedence over all University and private facility requests.
3. The criteria of University and private facility requests will be determined by availability of athletic facilities, availability of resources, time of request and ability of the renter to obtain proper insurance documents.

Athletic events and practice schedules are subject to change and could cause a requested event to be moved or canceled. Accordingly, the University reserves the right, at any time prior to the Event, to cancel this Agreement and refund all amounts paid by the Renter. Renter further agrees that in the event of any termination by the University, the University shall have no liability for any direct or consequential damages or loss that Operator may suffer or incur as a consequence of such termination.

Scheduling Terminology

The below terms should help the renter to define and understand the various steps in the facility rental process.

Tentative – Renter has submitted the online facility request form, has spoken with a representative of the Department of Intercollegiate Athletics who has determined the date is open.

Tentative Hold – The facility request by the renter has been approved by the Department of Intercollegiate Athletics in writing. The Department of Intercollegiate Athletics will hold the date for 15 days, but the renter acknowledges that they must provide a certificate of liability insurance and sign a Permissive Use Agreement provided by the University.

Confirmed – The renter has provided all necessary insurance documents and has signed a Permissive Use Agreement with the Department of Intercollegiate Athletics.

*Please note that if the insurance documents and signed Permissive Use Agreement are not provided within a 15 day time frame that the reservation will be canceled and be taken off the event calendar.

General Scheduling Policies

- Events will not be scheduled more than 6 months in advance.
- A copy of the certificate of liability insurance must be received 15 days prior to event. (Additional information is below)
- A Permissive Use Agreement must be signed and approved by the Office of Financial Affairs prior to the event.

Deposit Schedule

The base rental fee and agreed upon services are due prior to the event. Additional services and expenses will billed post event and should be paid within 30 days.

Insurance

User shall provide to University a certificate of liability insurance from a carrier acceptable to the University with an A.M. Best rating of A - VII or higher, as evidence of insurance coverage for the use of the Facility and the Event. This insurance shall be primary coverage, and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity. A copy of the certificate of liability insurance must be received 15 days prior to the event.

The insurance must name The Board of Trustees of the University of Alabama, its agents, officers, and employees, as additional insureds.

Insurance shall be in the following minimum amounts (Combined Single Limit): \$1,000,000.00 per occurrence and \$2,000,000 annual aggregate.

Areas Available for Rent as approved:

The use of certain athletic facilities by the groups and organizations is subject to availability and the provisions of these Policies and Procedures. Set up, light cleaning throughout the event, and takedown fees are included in the rental rates below. One facility staff representative may be required to be on-site during rental usage. Additional set-up items, including plants & foliage, must be approved by the Athletics. When renting each area as described below, renter is only authorized to enter the approved areas of each facility. Any unauthorized access to areas not specified in the contract without permission will be considered as trespassing and renter will be billed for additional clean up or damages to entire facility.

Facility - Bryant-Denny Stadium

The Zone (North and South)

Rental Fee: \$3,500 per 3 hour event

Additional Hour Fee: \$250.00

Occupancy: 500 guests

Additional Info:

- Default set up
 - 35 dining tables of 4 chairs each (140 seated guests)
 - An additional 6 sets of 4 lounge chairs (24 seated guests)
 - 67 bistro tables (150 standing guests)
- Price includes tables, chairs and stage
- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Press Box

Rental Fee: \$1,694 per 3 hour event

Additional Hour Fee: \$150.00

Occupancy: 125 guests

Additional Info:

- Default set up
 - Cafeteria style tables and chairs
- Basic kitchen, including coolers, countertops, sink/wash-tub are available on each half of the room.
- Price includes tables and chairs
- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Scholarship Room

Rental Fee: \$1,694 per 3 hour event

Additional Hour Fee: \$150.00

Occupancy: 300 guests

Additional Info:

- Default set up
 - Cafeteria style tables and chairs
- Food staging or prep area complete with 2 refrigerators, 2 tables, and 1 sink
- This room has arches that can be used to separate it into 4 stations
- Price includes tables and chairs
- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

President's Box

Rental Fee: \$1,694 per 3 hour event

Additional Hour Fee: \$150.00

Occupancy: 150 guests

Additional Info:

- Consists of 2 love seats, a small kitchen, cooler, sink
- Price includes tables and chairs
- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Ivory Club

Rental Fee: \$1,694 per 3 hour event

Additional Hour Fee: \$150.00

Occupancy: 150 guests

Additional Info:

- Default set up:
 - 5, 8-foot tables
 - Approximately 40 chairs
 - 2 coolers and a sink
- Price includes tables and chairs
- Only fixed seating is in this room
- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Recruiting Room

Rental Fee: \$1,694 per 3 hour event

Additional Hour Fee: \$150.00

Occupancy: 300 guests

Additional Info:

- Price includes tables and chairs
- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Field Suite (North and South)

Rental Fee: \$1,226 per 3 hour event

Additional Hour Fee: \$150.00

Occupancy: 100 guests

Additional Info:

- Price includes tables and chairs

- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Facility - Coleman Coliseum

Coleman Coliseum Arena

Rental Fee: \$8,660

Occupancy: 15,000 guests

Additional Info:

- Events exceeding 3,000 will require special approval
- Can support most television/filming requests and technical crews (Music, PA capabilities, etc)
- Any concerts or special requests must be approved and fee will be negotiated
- If number of guest exceeds maximum, rental fee will increase as negotiated
- If the event requires the covering of the court or use of our stag additional fees will be charged.
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Club Room

Rental Fee: \$1,794 per 3 hour event

Additional Hour Fee: \$250.00

Occupancy: 300 guests

Additional Info:

- Default set up:
 - 8 tables of 4 seats (32 seated guests)
 - 40 additional bistro tables
 - 40 stools
- Price includes tables and chairs
- If number of guest exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

CM Newton Recruiting Room

Rental Fee: \$600 per 3 hour event

Additional Hour Fee: \$50 per hour

Occupancy: 40 guests

Additional Info:

- Small kitchenette with refrigerator and microwave adjacent to room
- TV is located in room and can be connected to a computer
- Seating for 24 but has additional bistro tables
- If number of guest exceeds maximum, rental fee will increase as negotiated

- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facilities office

Facility – Foster Auditorium

Foster Auditorium Arena

Rental Fee: \$4,300

Occupancy: 3,800

Additional Info:

- Events exceeding 400 will require special approval
- Foster does not have its own tables, chairs, staging etc. and must be provided/ rented at the renter's expense.
- Any concerts or special requests must be approved and fee will be negotiated
- If number of guests exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facility office

Foster Auditorium Lobby

Rental Fee: \$1,226 per 3 hour event

Additional Hour Fee: \$250

Occupancy: 75

Additional Info:

- Renting the Foster Lobby will not give access to the court and lights to the court will be kept off.
- Foster does not have its own tables, chairs, staging etc. Any of these items must be provided/ rented at the renter's expense.
- If number of guests exceeds maximum, rental fee will increase as negotiated.

Facility – Athletic Facilities

Hank Crisp Indoor Facility/Practice Fields

Rental Fee: \$1,290

Occupancy: 1,000

Additional Info:

- Events exceeding 1000 will require special approval
- The facility must be used for the sport for which it was intended.
- If number of guests exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facility office

Rhoads Stadium

Rental Fee: \$1,290

Occupancy: 2,000

Additional Info:

- Events exceeding 1000 will require special approval
- The facility must be used for the sport for which it was intended
- If number of guests exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facility office
- Rental of this facility does not include any heated or cooled space which includes the press box. Rental includes use of field, dugouts, concourse and grandstands.

Sam Bailey Track and Field Stadium

Rental Fee: \$1,290

Occupancy: 2,000

Additional Info:

- Events exceeding 2000 will require special approval
- The facility must be used for the sport for which it was intended
- If number of guests exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facility office
- Parking is not available at the Track Stadium. All vehicles parked at the track will be ticketed. Participants must park in a legal parking space in the Coliseum lots.

Sewell-Thomas Stadium

Rental Fee: \$1,290

Occupancy: 6,000

Additional Info:

- Events exceeding 2000 will require special approval
- The facility must be used for the sport for which it was intended
- If number of guests exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facility office
- Rental of this facility does not include any heated or cooled space which includes the press box. Rental includes use of field, dugouts, concourse and grandstands.

Soccer Stadium

Rental Fee: \$1,290

Occupancy: 2,000

Additional Info:

- Events exceeding 1000 will require special approval
- The facility must be used for the sport for which it was intended
- If number of guests exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facility office

Tennis Stadium

Rental Fee: \$1,290

Occupancy: 2,000

Additional Info:

- Events exceeding 1000 will require special approval
- The facility must be used for the sport for which it was intended
- If number of guests exceeds maximum, rental fee will increase as negotiated
- Should your event require AV services beyond our normal provisions, you may be referred to an outside source, as determined by our facility office

Safety

The Renter shall comply with all laws, orders, rules, fire codes, and regulations of federal, state, city, county, and municipal authorities, including, without limitation, rules and policies of the University and its officials. The renter will comply with all Policies and Procedures for the Use of Athletic Facilities, as instituted by the University.

First Aid Services

- EMS will be required for any public event with over 1,000 spectators and participants and for any ticketed athletic event.
- An emergency contact will be provided prior to the event, rates may vary.
- The Department of Intercollegiate Athletics is not responsible for ambulance, doctor or hospital expenses.

Athletic Trainers

- Certified athletic trainers are required for all athletic events at the renter's expense.
- A team's own athletic trainer does meet this requirement.

Waiver

- It is the responsibility of all athletic event administrators including camps to have each participant sign a waiver similar to the one attached to the Permissive Use Agreement.

Security Services

- UAPD is the primary contact for security services and is required for any event that serves alcohol.
- UAPD services will be determined by the Department of Intercollegiate Athletics and UAPD. Rates will vary and be dependant upon the size and nature of the event.
- UAPD is the primary agency for traffic control. The Department of Intercollegiate athletics and UAPD will determine when traffic control services are needed and will be billed at the renter's expense.

- The need for additional security services will be determined by the Department of Intercollegiate Athletics.
- Any outside security services wanted for an event must be approved by the Department of Intercollegiate Athletics
- Operator is responsible for security and management of all facility access points during an event.

Fire Safety

- Renter shall comply with all fire codes.
- Apparent safety hazards need to be reported immediately to Department of Intercollegiate Athletics representative.
- No open flames or pyrotechnics are allowed without permission from the Department of Intercollegiate Athletics and the fire marshal.
- Access to fire exits doors and corridors must be maintained and clear throughout the event.
- All exit and safety signage and building graphics may not be covered or blocked at any time throughout the event.
- Fire extinguishers, sprinklers, fire hose cabinets and fire alarms may not be covered or blocked at any time throughout the event.
- Smoking is prohibited in all indoor facilities. The renter shall be assessed additional costs for violation of this provision.

Additional Safety Guidelines

- Athletic facilities should only be used for the sport in which they were intended.
- No person is allowed on the Coliseum floor while others are working on the catwalk.
- All equipment and materials must be stored properly and out of the way.

Facility Maintenance

Basketball Court Surface

- Must be covered for non athletic events for an additional fee at the owner's expense
- Plywood must be put down on top of the floor cover for staging and loading paths to and from the stage. Any path on the courts used by a cart, dolly, hard truck or lift must be covered with ply wood.
- The courts will only be used for the athletic events for which they were intended.
- No cleats of any kind are allowed on the courts.
- Tennis shoes and dance shoes are only allowed for activity on the playing surface. Boots, dress shoes and tap shoes can mark and damage the court. Please use extreme caution when walking on the court surface. Damaging the court will result in additional charges.

- Do not use any adhesives including tape on the court surface unless approved by the Department of Intercollegiate Athletics.

Hank Crisp Indoor Facility Surface

- The indoor turf will only be used for the athletic events for which they were intended.
- No food or drinks are allowed on the playing surface without permission from the Department of Intercollegiate Athletics.
- Notify the Department of Intercollegiate Athletics of any major spill or apparent hazardous substance on playing surface.

Grass Surface

- Cleats are allowed on grass surfaces.
- Do push stakes, signage, flags or any other objects into the playing surface.
- Do not cover the playing surface with a tarp or cover without permission from the Department of Intercollegiate Athletics.
- In cases of inclement weather and extended periods of rain, your event may be delayed, postponed or canceled to protect the playing surface.

Banquet/Carpeted Surface

- No cleats of any kind are allowed on carpeted surfaces.
- Notify the Department of Intercollegiate Athletics of any spill or apparent substance on carpeted surface.
- Do not drag equipment, furniture, tables, chairs or any large object across the surface. Lift and move. If the object is heavy to lift, notify for Department of Intercollegiate Athletic representative for assistance.
- Do not use any adhesives including tape on the carpeted surface unless approved by the Department of Intercollegiate Athletics.

General Facility Policies

- Adhesive backed decals and stickers are prohibited
- Doubled-faced tape, heat tape, and duct tape are not allowed to be put on IA facilities. The renter will need to discuss which tapes are allowed with the Department of Intercollegiate Athletics representative.
- Glitter, confetti and bird seed are prohibited, as are candles and balloons.
- Smoking is prohibited in all indoor facilities.
- Signs and decorations may not be taped, nailed or tacked to ceilings, painted surfaces, columns or decorative surfaces.
- Rigging is generally prohibited at IA facilities due to the design, age and nature of the facilities. Most equipment must be floor supported.
- All portable and temporary tents and canopies must be approved by the Department of Intercollegiate Athletics.
- Most IA facilities have limited storage capacity. If storage space is needed please contact the Department of Intercollegiate Athletics event representative. Items left in the Department of Intercollegiate Athletics

facilities longer than 30 days will become property of IA and items will be left with accordingly.

- No pets or animals of any kind are allowed in the facilities unless approved by the Department of Intercollegiate Athletics.

Audio/Visual

All audio-visual needs must be processed through the Department of Intercollegiate Athletics event representative and Event Technology staff. The Event Technology staff will determine the number of staff and equipment needed for each event. Rates may vary and are dependent upon the size and nature of the event.

Audio-visual needs must be submitted in advance. Any special requests made on the day of the event will be denied.

In the event the requested equipment is not available or outside our normal provisions, outside organizations may be used to provide equipment and staffing. Outside organizations are not allowed to use facility equipment, resources, video boards, etc. An outside audio-visual organization may not alter IA facility structures, surfaces or infrastructure in any way.

The outside audio-visual organization will be responsible for the safety and security of all equipment. Any equipment left in IA facilities for more than 30 days, will become property of the Department of Intercollegiate Athletics.

A university electrician must be on site for installation of all audio-visual equipment brought in by an outside organization.

All audio/visual equipment must be floor supported.

Video Board usage will require additional fees and is subject to availability of resources. Costs associated with the video boards will be determined upon the nature and extent of services needed with the video boards.

Food and Beverage Services

Catering

- The Department of Intercollegiate Athletics has several contracted caterers who have first right of refusal for all catered services. If an agreement cannot be reached with the contracted caterers, an outside food vendor may be used as long as it is on the University's Catering License Program and with consent of the Department of Intercollegiate Athletics. The caterer will bill separately from the Department of Intercollegiate Athletics. If Leasing Party chooses to use an outside caterer, Leasing Party may be subject to a surcharge of 15% of the catering invoice. Caterers other than Contracted Caterer may not have access to the kitchen areas in Bryant-Denny Stadium or Coleman Coliseum.

Concessions

- Centerplate is the official concessionaire of the Department of Intercollegiate Athletics. Any use of the concessions stands and their services must be approved by Centerplate and the Department of Intercollegiate Athletics.
- There is a \$100 cleaning fee associated with use of any of the concession stands

IA facilities are contracted Coke facilities for advertisement and sales of soft drinks and bottled water. Other beverage vendors may not be sold or advertised at rented events. No isotonic beverages may be sold or advertised other than Gatorade.

Parking

Renter shall become aware of, and comply with, all University parking regulations and rules. Renter and its guests shall be subject to those rules and regulations. Please visit <http://bamaparking.ua.edu/> for visitor parking information.

No dedicated or reserved parking spaces are available to Renter. Unless specifically written otherwise above, renter is not gaining limited or exclusive access to any parking lots or facilities of the University.

Any parking or transportation needs on campus must go through the University's Transportation Services Department.

Renter may not charge for parking unless written consent from Transportation Services and the Department of Intercollegiate Athletics is received.

The Crimson Ride service is available for contracted events. For more details go to <http://crimsonride.ua.edu/>.

Advertisement/Sponsorships

Renter acknowledges that the event is not sponsored, hosted, or conducted in any way by the University, and renter agrees to assume all responsibility and liability arising or resulting from its organizing, hosting, sponsoring, advertising, and conducting of the event.

Renter may not use the logos, indicia, or trademarks of the University without the prior written consent of the University's licensing director.

Event must submit a list in writing of any proposed sponsors for the event and is subject to approval by Crimson Tide Sports Marketing and the Department of Intercollegiate Athletics.

Facility rental policies and procedures are subject to change.