

## **POLICY FOR USE OF OAKLAND UNIVERSITY ATHLETIC FACILITIES**

The following regulations govern the use of all Oakland University Athletic Facilities including: O'Rena, Natatorium, Varsity Baseball Field, Varsity Softball Field, Varsity Soccer Field, Practice Soccer Fields and the Sports Bubble.

### **I. General Regulations**

All use of Oakland University Athletic Facilities must be approved by the Facility Coordinator. The Athletics Department has the right to deny or withdraw facility use at any time.

Oakland University Intercollegiate Athletic programs have first priority of facility usage.

Oakland University Athletic Staff may not promote, arrange for, and/or be present at any event if it conflicts with NCAA recruiting legislation. Oakland University Athletics Staff is limited to supervisory tasks (i.e. opening and closing of the facility) during events being conducted by an outside athletic organization.

#### **A. Procedures – Obtaining Use of Athletic Facilities**

1. The Facility Coordinator is responsible for scheduling all Athletic Facility use. Parties seeking to schedule facility use may contact the Facility Coordinator at (248) 370-4050 or by faxing the Facility Request Form to (248) 370-4056. (See Appendix C)
2. All rental requests must be made by a responsible person of at least 18 years of age.
3. A certificate of insurance must be provided (See Section I. G)
4. A contract must be signed by the rental party, an Oakland University Representative and the Oakland University Chief of Police.
5. Payment – Refer to Section III

#### **B. Cancellation**

1. Notification of Cancellation must be submitted to the Facility Coordinator at least forty-eight (48) hours prior to the scheduled time of use, or the full rental fee will be charged.

#### **C. Reservation Hours**

1. In general, OU Athletic Facilities may be rented Sunday – Saturday, 8:00am-10:00pm.
2. Requests for facility usage may be submitted Monday – Friday, 8:00am – 5:00pm.

## **D. Responsibility of User**

Noncompliance with Facility Use Regulations may result in loss of facility privileges.

1. The user will comply with all areas of the signed contract including equipment set-up needs. (What is listed in the contract is what you will be provided.)
2. No alcohol or drug use is permitted on the Campus of Oakland University.
3. No smoking inside the Athletics Center or Sports Bubble.
4. Do not block emergency exits or tamper with fire alarms.
5. Users are responsible for any damage they may cause to the facility and/or equipment.
6. The user is to stay in their designated areas. No wandering throughout the building or fields.
7. In case of a medical emergency, the Building Supervisor will notify the Oakland University Police by dialing x3331 from a campus phone or (248) 370-3331 from a non campus phone.

## **E. Facility Rules**

1. Athletics Center – O’Rena & Natatorium
  - No cheerstix, air horns or noisemakers of any kind
  - No helium balloons
  - No plugging into electrical outlets
  - No tripods
  - No chair backs
  - No food or beverage other than what is sold inside Athletics Center
  - No glass bottles
  - Pick up all trash and place in waste receptacles
  - All bags including purses, video cases, etc., are subject to search
2. Varsity Practice and Competitive Fields – Baseball, Soccer & Softball
  - Park vehicles in Parking Lots 13, 17, or 29. NO vehicles on lower fields
  - No food or seeds
  - Pick up all trash and place in waste receptacles
  - All rentals are subject to cancellation due to inclement weather
3. Sports Bubble
  - NO USE of Oakland University Baseball/Softball Equipment
  - No food or seeds
  - No open beverage containers (water bottles are acceptable)
  - No smoking or tobacco product
  - No metal cleats – Rubber soled shoes only
  - Maximum of 50 people inside Sports Bubble – Parents must drop off and pick up only. No lingering inside.
  - Pick up all trash and place in waste receptacles
  - Do not leave equipment on the field – Please set aside when finished
  - Show respect to Facility Staff

- All clothes and other equipment left inside the Sports Bubble will be thrown out at the discretion of Oakland University Athletics.

#### **F. Vendors**

Sales of apparel, equipment, or novelty items by the Rental Group or vendor associated with the rental must be approved by the Oakland University Athletic Department in advance of the event. A vendor fee will be assessed as described in Appendix A.

#### **G. Concessions**

Concessions are available upon request. Add Back Catering owns all rights to concessions inside of the Athletics Center. Partnership opportunities are available. For further information contact Chuck Skowronski at (586) 854-3176.

#### **H. Liability and Insurance**

All individuals and/or organizations renting an Oakland University Athletic Facility must provide proof of insurance no later than one (1) month prior to the start of the event. The liability insurance must be in the minimum amount of one million (\$1,000,000) dollars and name Oakland University as an additional insurer.

#### **H. Inclement Weather**

For all out door Facility rentals, Oakland University maintains the right to cancel all rental use due to inclement weather or poor field conditions. The rental party may choose from the following options:

1. Rental fee waived
2. Re-schedule event if facility schedules permit

Outdoor Emergency Action Plan – If severe weather begins once the event is in session, all parties are to take shelter in the Parking Structure.

### **II. Classification of User**

#### **A. General User**

Individuals and/or groups with no affiliation with Oakland University are required to pay the full rental fees as described in Appendix A.

#### **B. Discounted Organizations**

Individuals and/or groups affiliated with Oakland University will pay the reduced rental fee as described in Appendix A.

### C. One Time Emergency Use Policy

High Schools and/or Club teams who have an emergency request due to their own facility or building problems may be eligible depending on availability and NCAA rules. If teams are required to evacuate their own facility for a period of time, a multiple practice fee will apply. See Appendix B.

### III. Fees

Full payment is due one (1) week prior to the rental date. The rental group will be invoiced for any miscellaneous charges with payment due within two (2) weeks following the event. A 10% late fee will be added to rental fees that are 30 days past due. Checks are to be made payable to: **Oakland University**.

Checks should be sent to:

**Oakland University**  
**Athletics Center**  
**2200 N. Squirrel Rd**  
**Rochester, MI 48309**

#### A. Types of Fees

1. Rental
  - Refer to Appendix A and B
2. Event Staff
  - \$12 per hour fee will be assessed for a Building Supervisor and any additional Event Workers that are needed based on the scope of the event.
  - Hourly wages will be assessed for use of Scoreboard operators, PA announcers, Athletic Trainer and other miscellaneous workers as needed.
3. Custodial
  - A flat fee of \$500 per day will be assessed for custodial services.
4. Miscellaneous
  - If using outside vendors for additional set up purposes, the rental party may choose to pay them separately or add it to their rental fee.

## APPENDIX A

### Oakland University Athletics Department Rental Fees

<b>FACILITY</b>	<b>CAPACITY</b>	<b>FEE</b>	<b>OU AFFIL. FEE</b>
O'Rena	3000	\$3800 % of gate negotiable	\$3300
Concourse		\$500	\$300
Elliott Room	50	\$75 – per hour \$500 – per day	\$50 – per hour during non-business hours
Visitor Locker Room		\$100 - One \$175 - Two	
<b>Fields</b>			
Baseball		\$150 – per game (Scoreboard \$25/game) (Sound \$25/game)	
Softball		\$150 – per game (Scoreboard \$25/game) (Sound \$25/game)	
Soccer Field (Varsity Practice Field)		\$100 – per hour	
Soccer Field (8v8/11v11)		\$85 – per hour	
Soccer Field (6v6)		\$65 – per hour	
Bubble	50	\$200 – per hour \$12/hr Event Staff	
<b>Pool</b>			
OU Aquatic Center	1000-1500	TBD	
<b>Personnel Charges</b>			
Ushers		\$12/hr	\$12/hr
Event Staff		\$12/hr	\$12/hr
Scoreboard Staff		\$50/hr	\$50/hr
Custodial		\$500 flat fee	\$500 flat fee
<b>Equipment Rental</b>			
Daktronics Board		\$250 minimum	\$250
Sound System		\$250	\$250
Scoreboard		\$250	\$250
<b>Vendor Fees</b>			
		\$175 – One Day \$300 – Two-Day \$375 – Three-Day	

Rates are subject to change and are variable based on type and length of event. Profit events may be contracted on a % basis or a flat rate based on the Athletics Department review of renters production budget, etc. Rentee must provide expense documentation prior to our final billing when using a % contract.

Hours of usage are based on prep time as well as actual hours of occupation.

Certain non athletic events may require a special floor covering.

Oakland University Athletics Department retains the right to all concessions and novelties.

**Updated 5/2011**

## **APPENDIX B**

### **Oakland University O'Rena Emergency Use Policy**

#### **A. One-time use/Emergency use**

1. The facility must be available with no conflicts and/or other activities.
2. There is no cost in running the practice.
3. Consent/Release form must be completed before hand for each participant and signed by the coach/administrator.
4. Teams must provide their own athletic training/sport medicine personnel.
5. No locker room access will be provided.

#### **B. Multiple practices/Frequent practice scheduling**

In the event a High School or Club teams own facility is not available for a duration of time, the following rental policy will apply.

1. The facility must be available with no conflicts and/or other activities.
2. Teams must pay a fee of \$200 /hour of use plus any additional costs associated with running the practice.
3. Consent/Release form must be completed before facility usage for each participant and signed by the coach/administrator.
4. Teams must provide their own athletic training/sport medicine personnel.
5. No locker room access will be provided.

# APPENDIX C



## Oakland University Athletic Facility Request Form

Name of Individual and/or group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date(s) Requesting: \_\_\_\_\_ Time(s) Requesting: \_\_\_\_\_

Type of Event: \_\_\_\_\_

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### Facility Requested

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> O'Rena                 | <input type="checkbox"/> Elliott Room   | <input type="checkbox"/> Varsity Baseball Field |
| <input type="checkbox"/> Natatorium             | <input type="checkbox"/> Concourse only | <input type="checkbox"/> Varsity Softball Field |
| <input type="checkbox"/> Visitor's Locker Room  | <input type="checkbox"/> Sports Bubble  | <input type="checkbox"/> Practice Soccer Field  |
| <input type="checkbox"/> Official's Locker Room |   | <input type="checkbox"/> Rental Soccer Field    |

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### Set Up Needs

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Number of tables     | <input type="checkbox"/> Number of chairs        | <input type="checkbox"/> Floor Covering<br>(required for staging or food) |
| <input type="checkbox"/> Number of courts     | <input type="checkbox"/> Scoreboard              | <input type="checkbox"/> Sound System                                     |
| <input type="checkbox"/> Volleyball Net/balls | <input type="checkbox"/> Basketballs/Volleyballs | <input type="checkbox"/> Video Board                                      |

Description of Event/Special needs:

*Facility Request Forms can be faxed to (248) 370-4056*

*Or mailed to: Oakland University  
Athletics Center  
2200 N. Squirrel Rd.  
Rochester, MI 48309*