

## Welcome!

Welcome to Virginia Tech Recreational Sports! We are so excited that you want to use our facilities for your event and reservation.

In Recreational Sports we believe in the power of sport and physical activity. We work to empower people to move more - any sort of movement that is fun, inspirational, and sustainable for them.

We support Virginia Tech and the local community in finding and establishing their well-being. This might be through martial arts practice, a soccer tournament, a fundraising event, or a variety of other activities.

We desire to partner in a healthy community here on campus, in the local community, and beyond. And we are excited to partner with you!

In health,

*The VT Rec Sports Team*

## University Policies

The Department of Recreational Sports recognizes that there are a wide variety of groups and individuals on campus with a desire to participate in recreational activities. As a result, we have established the following policies and procedures to help ensure the safest and most efficient utilization of available facilities. All Recreational Sports facilities abide by university policies, such as:

University Policy 5000: University Facilities Usage and Event Approval; University Policy 4815: Minors on Campus; University Policy 5215: Sales, Solicitation, and Advertising on Campus; and University Policy 5616: Campus and Workplace Violence Prevention. All policies can be found at <https://policies.vt.edu/>

## Types of Usage

There are two classifications of Recreational Sports facilities usage. Informal\* (or Open) Recreation is based on a first-come, first-served system of informal usage. Reserved Use applies to events that are scheduled in advance and may have attendance restrictions. Recreational Sports reserve spaces such as multi-purpose rooms, basketball courts, outdoor fields, tennis courts, and much more.

*\*Informal recreation will be suspended for the Fall 2020 semester.*

## Eligibility and Priority

Reservation requests for any Recreational Sports facilities may be made by Registered Student Organizations, Virginia Tech departments, and programs, or non-university groups with a university sponsor. Priority will be given to those organizations directly affiliated with the university. Non university groups will be accommodated as space and safety allow. Organizations must be able to demonstrate that their activity requires the use of a Recreational Sports facility. Priority will be given in the following order:

- Academic Departments
- Department of Recreational Sports programs, including Open Recreation, Intramurals, Sport Clubs, Fitness, Aquatics, and Student Affairs programs
- University and student organizations Athletics
- Non-VT groups

## Emergency Preparedness

There are First Aid Kits and AEDs located throughout all Recreational Sports facilities. All Recreational Sports employees are thoroughly trained in Risk Management, and it is expected that all patrons comply with employee instructions during times of emergency. Please familiarize yourself with each facility's evacuation routes, located in Appendix A.

## Facility Rental Procedures

Requests are preferred to be requested via the Facility Use Request Form. Reservations are taken a semester at a time on a first-come, first-served basis with priority given to the 'Eligibility and Priority' section. Requests received with less than two weeks' notice may be approved if time and space allow, however, additional fees may be charged. Submission of a request does not guarantee that a reservation will be granted. Confirmations and facility assignments will be sent out in a timely manner.

For a complete guide on reservations, please go to <https://recsports.vt.edu/reservations.html>

- Check the [rental fees](#) to be sure they fit your budget.
- Check the [availability of the space](#) you want based on date, time, and location.
- Fill out the [Reservation Request Form - Online Surveys | QuestionPro Survey](#).
- Review this Reservation Manual for further details.

## Parking

The fee for using the facilities does NOT include parking on the University property. All groups are responsible for compliance with Virginia Tech's parking requirements, including payment of parking fees and fines. If any vehicles are parked in illegal locations, they will be ticketed and may be towed, so please abide by all Virginia Tech parking policies. For all parking-related information, please visit <https://parking.vt.edu/>

- Parking on the Blacksburg campus will require the display of a valid permit or payment of a daily or hourly fee, 7 a.m. - 10 p.m., Monday through Friday only.
- The exception (weekends and outside the hours of 7 a.m. - 10 p.m.) would be restricted areas (24/7 with permit or payment of fee only) which include ADA spaces, carpool spaces, loading zones, service vehicle zones, timed areas, sidewalks, grass, admission areas, the Hahn Hurst Basketball Practice Facility Lot, the Basketball extension lot, Pamplin Lot, Owens Lot, and Dietrick Dining Hall Lots. Parking restrictions in these areas will be clearly denoted by signage

### ADA Parking

- 15 accessible parking spaces in the Cassell Coliseum Lot outside of Mccomas Hall
- 4 accessible spaces are located on Washington St. SW across from the Cassell Coliseum Lot
- 6 accessible spaces on Drillfield Dr. directly across from the entrance to War Memorial Hall
- 2 accessible spaces in the Recreational Fields Lot
- 7 metered parking spaces in Cassell Coliseum Lot outside of Mccomas Hall (45-minute time limit)

## Youth Programs and Camps

When participating in programs and activities where minors are present, students, faculty, and staff should: be vigilant in protecting the well-being and safety of minors with whom they interact on campus or elsewhere; review informational material about signs of abuse and neglect of minors provided by the Commonwealth of Virginia; watch for signs of minor abuse neglect and promptly report suspected instances of abuse or neglect or violations of this policy or law; and should determine whether they are a mandated reporter in accordance with the laws of the Commonwealth of Virginia and Virginia Tech. Students, faculty, and staff should operate under the premise of, "if you see something, say something." For more information, please refer to [University Policy 4815: Minors on Campus](#).

Additionally, here is a list of best practices that Recreational Sports recommends for all youth programs: Background checks are recommended for all counselors or camp employees:

- A ratio of 1:7 counselors to campers should be maintained. This includes all activities such as meals, snacks, breaks, etc. Head counts are also recommended before and after every activity to ensure that all campers are present and accounted for
- Organizers for youth programs and camps are also responsible for creating their own Emergency Action Plans. Organizers and counselors are expected to comply with all facility supervisors for the execution of the Recreational Sports Emergency Action Plan, but should also have a plan of action that relates specifically to their program.
- It is also recommended that counselors wear name tags and/or easily identifiable clothing at all times

## Insurance Requirements

University departments, employees, volunteers, and University Student Life Programs (USLPs) conducting activities within the scope of their relationship with the university are covered under Virginia Tech's general liability insurance policy. University Chartered Student Organizations (UCSOs) and Registered Student Organizations (RSOs) are not covered by the university's policy and, therefore, may be required to supply a certificate of insurance for various events. Outside organizations are required to provide a certificate of insurance.

A [Certificate of Insurance](#) will be required under the following circumstances:

- Events expecting 100 or more people
- Events involving food sales or consumption Events where alcohol is being served Events with minor participants
- Aquatic events

- Sports, exercise, or recreational activities where there is a potential for bodily injury

Certificates of Insurance must be provided no less than 14 days before the activity. For more information, contact the Virginia Tech Risk Management Office at (540) 231-7439 or 130 Southgate Center (Mail Code 0310). You may also access the Office of Risk Management website at [www.risk.controller.vt.edu](http://www.risk.controller.vt.edu).

## Invoicing

Billing will happen at the end of every month and will include charges for the reservation, equipment rental, additional staffing, and any additional fees. If you would like billing to occur at any other interval, please let us know, and we would be more than happy to accommodate you.

## Food, Beverages, & Tobacco

No open beverage containers, food, or gum are allowed in the facility. If food or beverage is desired, it has to be approved through the request process. No tobacco products are allowed within the facility. Smoking is permitted outdoors on university grounds, plazas, sidewalks, malls, and other similar open pedestrian ways. Smokers must be at least 25 feet from an air intake, entrance, or exit of any facility. This policy includes the use of any electronic cigarette or vaping device. Any litter should be disposed of in proper receptacles.

## Alcohol

No groups or individuals shall drink or consume any alcoholic beverage, or possess an alcoholic beverage in an open container, except at an event with appropriate university approval and, if required, with a banquet license issued by the Virginia Alcoholic Beverage Control (ABC) Board for facilities in Virginia. Public intoxication is prohibited in all Recreational Sports facilities. Please reference [University Policy 1015: Alcohol](#).

## Decorations

Any decorations that will be used must be approved by the Assistant Director for Operations. Organizations are encouraged to visit event space(s) at least two weeks before the event to plan decorations and electrical needs appropriately. Decorations may not compromise public safety or create a risk of property damage. They must not interfere with access to entrances/exits. Decorations may be free-standing or adhere with the use of appropriate tape: painter's tape for walls and vinyl tape for floors.

Please note that Virginia Tech Recreational Sports does not supply extension cords, tape, power strips, etc. The organization is responsible for removing all decorations upon conclusion of the event, including tape used, as well as ensuring that trash is disposed of properly. The group may be billed for costs associated with any special cleaning or maintenance required from damages.

Recreational Sports has a limited number of tables and chairs that can be provided for the event at no additional charge. Tables and chairs not provided by Recreational Sports must have appropriate rubber covers to avoid scratching the floor.

The following items will require prior approval from the Assistant Director for Operations and Risk Management.

- Helium and oxygen tanks Fog machines
- Toy guns or replicas Launchers of any kind
- Any banners or special signs that are requested (must be provided by the organization)
- Large inflatable equipment and similar systems. If approved, a certificate of insurance will be required for the equipment.

### Items Not Permitted

- The use of sand in any vessel is prohibited in indoor spaces. The use of pyrotechnics will not be allowed.
- The use of confetti, glitter, sequin, etc. is not allowed. This includes table decorations. Anything that is hung from the ceiling tiles is strictly prohibited.
- Anything that may damage the surface of the floor is not allowed. This includes the use of high heel shoes on wooden floors.
- Any moving of lobby furniture must be done by the Facility Manager and should not block doorways, fire exits, fire extinguishers, or smoke detectors or interfere with traffic patterns.
- No candles, lighted implements, or use of open flames (as in tapered candles) of any type may be used.
- No tacking, nailing, gluing, painting, marking, or stapling to any walls, surfaces, or floors is permitted in any Recreational Sports spaces.

## Changes and Cancellations

Recreational Sports reserves the right to cancel or change reservations with advance notice, if such cancellation is deemed to be within the best interests of the university or Recreational Sports, or if the group fails to comply with the terms and conditions of their reservation.

Any changes or cancellations by the client must be made at least two (2) business days before the event date in writing. Clients that do not notify Recreational Sports of any cancellation, whether or not they show up for their reservation, will still incur their original charges.

## Contact US

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