PROCEDURES FOR USE OF THE ACTIVITY COURTS

MISSION:

The mission of the UNMC Center for Healthy Living is to provide quality recreation, fitness and wellness programs and facilities to meet the needs of students, faculty, staff and volunteers. In addition, the Center provides services for patients, departments and the campus as needed.

1. No items will be applied to the walls or beams without approval. This includes but is not limited to streamers, balloons, banners, etc., applied with tape, tacks, gum or pins. Free standing signage is appropriate. Banners may be hung from curtains and basketball supports with the assistance of CFHL staff.

2. Prior to the event, please call Rick Pruch in CFHL at 984-22, to schedule a walk through to note any damage that may exist in the facility. If additional damage occurs during your event, your department will be charged for clean-up or restoration.

3. If any equipment (such as basketball goals or curtains) need to be moved, please contact CFHL staff for assistance.

4. You must assign someone full time to supervise the area in order to assure compliance with these rules.

5. If electrical appliances or extension cords will be used, inform Rick Pruch of your equipment. John Hauser at 9-7315 may be contacted for approval. If such equipment does not meet code, you may have to contact Physical Plant to obtain proper equipment.

6. You must keep the volume down to an acceptable level if there are other events and/or classes going on during the reserved time.

7. Rental fees are $50.00 per hour for the entire activity court usage or $25.00 per hour for half of the activity court. Center for Healthy Living may require security at scheduled events.

8. A $50.00 reservation deposit or a company center number is required. This will be used for additional cleaning costs if needed. Otherwise, it will be refunded in full. In case of cancellation, reservation fee will be refunded in full with at least two weeks notice. If canceled within two weeks of event, 50% will be refunded.

Each of the above requirements is YOUR responsibility.
Rental fees and deposits are subject to change without notice.
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Please fill out the following information and return it with your reservation deposit or company center number to Rick Pruch (zip 5530) to apply for your reservation.

Approval must be granted by the Community Relations Coordinator and/or the Center for Healthy Living.

Date __________________________  Event Date __________________________
Name __________________________  Department __________________________
Ext. __________  Zip __________  Dept. Center No. __________________________

Event _____________________________________________________________

Time Event Begins (including setup) __________  Time Event Ends (including clean up) __________

Type and purpose of event:
________________________________________________________________________
________________________________________________________________________

Please check any of the following items you will be using for the event. (You are responsible for obtaining the following.)

- Tables and chairs
- Platform/Podium
- Food & beverages
- Electrical devices
- Security
- Other please specify _________________________________________________

Additional information about event:
________________________________________________________________________
________________________________________________________________________

Please check off any of the following activities that will be required.

- Volleyball
- Basketball
- Badminton
- Table Tennis

Center for Healthy Living - Event Coordinator _____________________________
Community Relations Coordinator _____________________________

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