



Center for Healthy Living

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 9-8422, 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 are required, you must contact John Hauser at 97315 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 or email rpruch@unmc.edu) to apply for your reservation.

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

Date _____

Name _____

Department _____

Ext. _____ Zip _____

Dept. Center No. _____

Event _____

Event Date _____

Time Event Begins (including setup) _____

Time Event Ends (including clean up) _____

Type and purpose of event:

Do you require use of the entire activity court area (both courts) one activity court

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

- Tables and chairs (# of _____)_____
- Platform/Podium
- Other please specify _____
- Electrical devices
- Security
- Environmental Services
- Food & beverages

Additional information about event:

Please check off the any of the following activities and/or equipment that will be required.

- Volleyball
- Basketball
- Badminton
- Table Tennis
- Divider Curtains
- Other _____

Center for Healthy Living - Event Coordinator _____

Community Relations Coordinator _____