

Club Sports Facility Reservation Manual 2024-2025

This policy manual contains reservation procedures and policies of the Montana State University (MSU) Student Wellness Center (SWC), Shroyer Gym, Lambert Complex, and associated facilities.



MONTANA STATE **CLUB SPORTS**

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Section 1: Facilities and Policies

1.1 Student Wellness Center

1.1.1 North Commons & Public Access Spaces

- a. Technology, furniture, and equipment should be used only as the manufacturer intended.
- b. Storage of personal items not permitted.
- c. Headphones are required for personal audio devices.

1.1.2 Multi-purpose Rooms

- a. Multi-purpose rooms can be reserved for Club Sports meetings but not for Club Sports events.
- b. Technology, furniture, and equipment should be used only as the manufacturer intended.

1.1.3 Restrooms & Locker Rooms

- a. Individual, all-gender restrooms are available on each level of the Student Wellness Center for all individuals on a first come, first served basis.
- b. Student Wellness is NOT responsible for lost, stolen or damaged items in locker rooms or restrooms.
- c. Photography or video recording are prohibited in the locker rooms and restrooms.
- d. All users must exit the locker rooms and restrooms at time of closing.

1.1.4 Student Wellness Patio

- a. Patio spaces are available on a first-come, first-serve basis, except when reserved for programs or activities.
- b. Fitness equipment is not permitted on the courtyard, unless for programmed events.
- c. Tobacco and smoking devices are prohibited on the Courtyard.

1.2 Gymnasium/Courts

1.2.1 Shroyer Gymnasium

- a. Spectating on the track is not allowed.

1.2.2 Campus Recreation Gymnasium

- a. During club sports events, basketball goals will not be available on the courts.
- b. Excessive hanging on nets is prohibited and may result in financial responsibility to the member for any damage incurred.
- c. Outside chairs are not allowed on indoor courts. Campus Recreation will provide chairs for indoor events.
- d. The following sports are prohibited in all court (not including the MAC court) locations:
 - i. Soccer
 - ii. Hockey
 - iii. Baseball
 - iv. Softball
 - v. Lacrosse
 - vi. Football

1.2.3 Multi-Activity Court (MAC)

- a. Leaning on the dasher boards is prohibited.
- b. Spectators are not permitted to utilize the MAC court for any reason during events in the gymnasium.

1.2.4 Indoor Tracks

- a. The track is intended for walking and running exercises.
- b. Throwing and kicking of objects is prohibited.
- c. Equipment of any kind is not permitted on the track.
- d. Spectating on the track is not allowed.

1.3 Lambert Complex

- a. No metal cleats or toe spikes are permitted on the turf at any time.
- b. Penetrating the turf field with stakes, flags, or other material is prohibited
- c. Except water, no food or drinks are not permitted on the turf field at any time. Users should keep all food and beverages in the pavilion area of the Lambert Turf Complex.
 - i. This includes gum and shelled seeds/nuts.
 - ii. Alcohol, drugs, tobacco, and e-cigarettes are strictly prohibited from all University facilities.
- d. The following adopted policy will serve as guidelines for staff to decide when to cancel/suspend play due to extreme cold or heat or the presence of thunder and lightning.
 - i. Heat Index $\geq 95^{\circ}\text{F}$: Encourage water breaks at this temperature and higher.
 - ii. Heat Index $\geq 100^{\circ}\text{F}$: MANDATORY water breaks at this temperature and higher. Encourage alterations to uniforms. Activity may be suspended.
 - iii. Heat Index $\geq 105^{\circ}\text{F}$: All activity must cease until Heat Index cools to below 105°F .
 - iv. Wind Chill $\leq 0^{\circ}\text{F}$: All activity must cease until the Wind Chill rises above 15°F .
 - v. Air Quality Index 150+: All activity must cease until AQI improves.
 - vi. In the event of thunder conditions near the fields, Officials and/or Competitive Sports staff will stop play of all outdoor activity immediately for a period of 30 minutes after the last clap of thunder. Users will be instructed to shelter in place or leave the facilities.
 - vii. During snowy conditions, Lambert Turf Field will be plowed the day before any scheduled events. If there is snow throughout the day with an evening event, Competitive Sports will attempt to plow snow during the day leading up to the event.
 - i. Snow accumulation of 2 inches or more will result in cancellation of the event

1.3.1 Parking

There is no parking at the turf field itself. Participants and spectators are permitted to park in Moose Lot 21 for events taking place at the Lambert Complex. Any vehicles parked in the following locations can be ticketed and/or towed by MSU Parking Services and University Police:

- a. Lambert Complex Service Drive
- b. Lincoln Street
- c. Willow Way
- d. 15th Street
- e. MSU Parking lots as marked

For information on campus parking, including a map of parking lots and visitor parking passes, please reference [MSU Parking Services](#).

1.4 Lost & Found and Stolen Items

Lost items may be turned in at the welcome desk at the Student Wellness Center or to a Competitive Sports Supervisor at the turf field.

- a. All lost and found items will be held for two weeks.
- b. Patrons can claim items at the welcome desk in the Student Wellness Center by providing identification and reasonable description of item.
- c. Report any lost or stolen items to the welcome desk, a Competitive Sports Supervisor, or contact UPD to file a report.
- d. Campus Recreation is not responsible for lost, stolen, or damaged belongings.

Section 2: Reservations

All organized activities must be sponsored or approved by Student Wellness to take place in the facility. Clubs wishing to reserve activity space must submit a Club Sports Event Request. Approval of Facility Reservation requests is dependent upon; priority scheduling, availability, impact to existing programs,

scope and nature of the event, date(s) of facility request, and the submission date of the facility reservation request.

- a. Anyone interested in reserving space must complete the online Club Sports Event Request **at least 14 days** in advance.
- b. Competitive Sports staff has the right to deny any facility reservation request if they are unable to accommodate the event, or due to any conflict of interest.
- c. All non-club members participating in a Club sponsored even must complete the Student Wellness Notice of Risk and Waiver prior to the event.
- d. Participants and spectators attending the event can only enter the facility 30 minutes prior to the event start time. Set up time must be established in the reservation.
- e. The primary contact person for the reservation or special event accepts all responsibility for actions of the participants as well as any damage to the facility and equipment.
- f. The primary contact person for the reservation or special event is responsible for the care and supervision of all minors under the age of 18 who may be participating in the event.
- g. The primary contact person for the reservation or special event is responsible for cleaning up after the event or MSU SWC may schedule staff specifically for clean up at an additional cost.
- h. At least two Club Officers should be present at all times, including one Certified Member.
- i. All event policies are subject to change.

2.1 Making a Reservation

The Senior Coordinator of Competitive Sports will be the central contact for all entities on campus. Clubs wanting to reserve space for a meeting, practice, and/or event should always contact the Senior Coordinator of Competitive Sports first to make a request. The Senior Coordinator of Competitive Sports must be cc'd on all emails between other offices on campus.

2.2 Reservation Costs

Club Sports receive priority access to Campus Recreation facilities for practices and events. When hosting an event on campus, the first three (3) hours of the event will be free to the club. If an event goes beyond three hours, clubs will be charged a facility rental fee per hour based on the space being used. Clubs can choose to use their annual allocation funds or their off-campus bank account to pay for any costs incurred for the event.

- a. Clubs will not be charged for staffing of events but could be charged for cleaning fees and any additional spaces used in their reservation.
- b. Registration fees for hosting events should be handled through the clubs' direct report. Any mailings may be sent to the Campus Recreation Office.

2.3 Media & Photography

All photography, videotaping, or other forms of media at any Campus Recreation facility must be pre-approved by Campus Recreation or associated departmental professional staff.

Media request guidelines:

- a. Individuals requesting to photograph events for Club Sports can contact the Senior Coordinator of Competitive Sports
- b. If approved, individuals will receive a photography pass/badge from Campus Recreation to be worn while taking photos in the facility. This will show to Competitive Sports staff that photography access has been granted.
- c. Badges must be returned to staff at the completion of the event or at the end of each day for multi-day events.
- d. Photography must be conducted without disruption or limitations to Student Wellness operations, accessibility of equipment, entrances/exits, doorways, and high traffic areas.

- e. Photography is permitted for noncommercial use only. Photographs may not be published, sold, reproduced, distributed, or commercially exploited without written consent from Montana State University.
- f. Taking photos or video of individuals without their consent is prohibited and is cause for immediate removal from the SWC, and may be reported to MSU Police Department, Office of the Dean of Students, and/or the Office of Institutional Equity.
- g. Photos or video may not be recorded in private spaces such as locker rooms or restrooms.
- h. Photography and video are not permitted in clinical settings.
- i. Use of Drones – All Uncrewed Aircraft Systems (UAS) operations must receive prior written approval from University Communications, Safety & Risk Management, University Police and/or the Office of Research Compliance: [MSU UAS Policy](#)

Section 3: Home Host Guidelines

3.1 Student Wellness Center

- a. Teams and Spectators may arrive at the facility up to 30 minutes prior to the event start time based on the reservation request submitted by the associated MSU Club team.
 - i. Special requests can be made by the associated MSU club team for visiting teams to enter the facility earlier than 30 minutes.
 - ii. A host from the MSU should meet the visiting team(s) upon arrival for directions on where to store personal items.
 - iii. Events that are open to public participation will require any non-club member to complete the Student Wellness Notice of Risk and Waiver prior to the event.
 - iv. Teams and Spectators should not enter any other area of the facility besides the approved event location(s).
- b. An athletic trainer should be provided by the home team to be available as necessary during the game.
- c. Restrooms nearest to the space will be available in the facility for the duration of the event. Please report any spills or damages to a Competitive Sports Supervisor or Operations staff member.
- d. A Competitive Sports Supervisor will be present at all events to ensure that teams, spectators, and other users are following University and Campus Recreation policies. All Campus Recreation staff have the authority to remove anyone from the facility or call University Police for violating such policies.

3.2 Shroyer Gym

- a. Club members and spectators can enter Shroyer through the West entrance up to 1 hour prior to the scheduled event
- b. For Club Sports events, Shroyer Gym will follow the same policies and procedures as the Student Wellness Center

3.3 Lambert Turf Complex

- a. Teams and Spectators may arrive at the turf field up to one hour prior to the event start time based on the reservation request submitted by the associated MSU Club team.
 - i. A host from the MSU should meet the visiting team(s) upon arrival for access to the Visiting Team locker room in the S Corridor.
 - ii. Team benches will be located on the East side of the turf field. All Spectators should remain on the West side of the turf field and/or in the Lambert pavilion area for safety reasons.
- b. An athletic trainer should be provided by the home team to be available as necessary during the event. The AT room will be located in the M Corridor.

- c. Restrooms will be available at the fields in the M Corridor for the duration of the event. Please report any spills or damages to the Competitive Sports Supervisor.
- d. A Competitive Sports Supervisor will be present at all events to ensure that teams, spectators, and other users are following University and Campus Recreation policies. Competitive Sports staff have the authority to remove anyone from the fields or call University Police for violating such policies.