

University of Dayton
Campus Recreation
Conference Space Request Policies

Campus Recreation is proud to offer many of our facilities to groups and organizations or workshops at the University of Dayton.

Individual Informal Activities

General usage conference/workshop guests may be able to utilize recreational facilities that are usually available only to students, faculty, alumni, and staff. The cost for a recreation pass is only \$2.00 per person per day if approved by Campus Recreation at least two weeks in advance. This flat rate will include every guest attending the conference even if the RecPlex is not utilized by an individual. This pass enables the guest to utilize our fitness rooms, swimming pool, indoor track, climbing wall, and two multi-purpose gymnasiums on an individual basis during regularly scheduled recreation times. Please take note that all guests must follow all facility policies; this includes showing their conference pass at the entry gate. Any groups wishing to participate in group oriented activities will need to review the Group Activity Rental policy listed below.

Individual Informal Activities Process

1. Conference Services will provide Campus Recreation with registration information *at least* 30 days in advance.
2. Conferences not registered through Conference Services may contact Campus Recreation directly to register *at least* 30 days in advance.
3. General Use Conference request form will include the following information:
 - Name of organization
 - Contact information of conference coordinator
 1. Name
 2. Phone number
 3. Email address
 4. Mailing address
 - Dates of conference
 - Number of individuals attending the conference
 - Approximately the time of day the RecPlex will be used
4. General Use Conference request form can be found at www.udayton.edu/~recsport.
5. Upon receipt of General Use Conference request form, the request will be reviewed. The administrative staff of Campus Recreation will contact your conference coordinator to approve or deny the request. At this time, the administrative staff will assess your individual needs and possibly set up a meeting to discuss needs further.
6. If your conference is approved passes will be created for your specific dates and times.

- If individuals do not bring the passes to the RecPlex individuals will be denied access or charged \$8 at the door (NON-REFUNDABLE).
7. Conference passes will not be issued until payment is received at least two weeks in advance. Payments can be made via UD account number, credit card (Visa, Mastercard, or Discover), check, or cash.

Group Activities

Most recreation areas are available to outside groups on a rental basis for special group events. The North Gym, Mac Gym, climbing wall, swimming pool, and studios are just a few potential areas. Groups interested in renting recreation space for exclusive use must submit a Facilities Request Form to RecPlex M24. This form can be found at www.udayton.edu/~recsport/. Department of Campus Recreation Staff Reserve the right to charge for the space used. Payment must be made two weeks before the event. Contact Donn Shade at 937-229-2397 for space rental rates.

Space Request Process

1. Submit facility Request form to RecPlex M24
 - Campus Recreation will not save space as a rain site for other events.
2. Campus Recreation will review your request.
 - Once the request has been approved or denied event coordinators maybe asked to meet with appropriate administrative staff member to go over polices of the facility.
3. Groups must then pay two weeks in advance to reserve the space
 - Passes and form of entry will be discussed during the administrative staff meeting
 - Failure to comply with the aforementioned guidelines may result in the cancellation of the event. Campus Recreation staff reserves the right to cancel an event at any time.

Cancellations

Cancellation of any informal recreation passes for services, facilities, or staffing by any registered group or conference must be submitted in writing ONE WEEK prior to their scheduled event for a full and complete refund. Cancellations after this time will result in a forfeiture of all fees. All individual passes are non-returnable/non-refundable.