



Policies and Procedures Manual

Title: Facility Rental
Policy Administrator: Director of Athletic Facilities
Effective Date: Mar-16-2009
Approved by: Director of Athletics

Purpose:

This policy is intended to explain the rules and regulations of the College's athletic facilities.

The College's athletic facilities are primarily intended for use by its students. As time and space permit, faculty, administrators, and staff may also use the facilities

Policy:

1.0 Hart Center

The Hart Recreation Center includes a basketball arena, ice rink, swimming pool with separate diving area, squash and racquetball courts, locker rooms, sauna and shower facilities, exercise equipment, and a crew practice tank. The Hart Center includes the Carol and Park B. Smith Wellness Center, which houses a specialized strength and conditioning facility for student-athletes, as well as aerobic equipment and workout areas for the general student body, faculty, and staff.

2.0 Fieldhouse and Other Facilities

The Fieldhouse contains basketball and volleyball courts, as well as an indoor running track. Other athletic facilities include outdoor tennis courts, an outdoor eight-lane running track and a lighted omni-turf multi-purpose field, the Fitton Field football stadium and adjacent baseball field, soccer fields, a softball field, and several practice fields which are used by many of the College's teams and clubs.

3.0 Scheduling

Scheduling of the Hart Center facilities is coordinated by Director of the Hart Center. Scheduling of the Fieldhouse is coordinated by Manager of Events and

Promotions. Scheduling of the practice fields is coordinated by Director of the Hart Center.

With 27 intercollegiate athletic teams, intramural programs, club sports, and general student use, facilities are heavily used. Scheduling priority is given to in-season sports. The availability of athletic facilities for use by the Holy Cross Community is subject to three principles:

- a. Students have the highest claim on the athletic facilities. Intercollegiate athletic teams have highest priority, followed by intramural, club and other student use.
- b. All employee groups (faculty, professional staff, support staff) should be treated equally.
- c. Facilities may not be overcrowded.

The Athletic Department will set certain times for team, intramural, club and recreational use. During inclement weather, varsity in-season teams will have priority for use.

Use of the facilities is considered a privilege. Individuals abusing or misusing the facilities or equipment will be asked to leave and their building privileges will be revoked. Individuals not cooperating with staff members will be asked to leave.

A valid Holy Cross I.D. or facility pass must be presented upon request for the use of any athletic facilities.

4.0 Facility Rental

Facility rental is coordinated by the Associate Athletic Director/Business Manager. If usage is going to include individuals or groups from outside the College, a "hold harmless" agreement must be signed by each individual group.

External sponsors of all events on campus must demonstrate that they will be able to exercise control over the program and its participants at all times. No event will be accepted which would, due to its size or nature, adversely conflict with Holy Cross students or programs or incur damage to buildings and grounds. **All external user groups must provide a certificate of insurance with "Trustees of The College of the Holy Cross" as additional named insured in a policy of general liability insurance with minimum limits of one million dollars per occurrence for property damage and bodily injury and personal injury liability.**

As a goal, sponsors of external users will pay to the College a sum equal to the fair market rental value of the facility for the intended purpose. The fee will include the cost of any College services or supplies which are required to conduct the activity of which are consumed by it.

A building supervisor will be required for any external usage event. This individual will be responsible to open/close the facility and be available if a facility problem should

arise during the event. Custodial and Security support will also be required if deemed necessary by Holy Cross Administration.

All athletic facilities' rentals will be coordinated through the Associate Athletic Director/Business Manager. The Physical Plant Department will provide advice on the impact of any event on our facilities.

Procedures:

1.1 Hart Center

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Forms:

Title
Title

Related Information:

Title
Title

Policy # 120000-007
Date of Last Review May-31-2011