

Athletic Facilities Reservation Priority List – Procedure

Academic Year

- a. Priority order for the reservation of athletic fields and courts:
 1. Academics
 2. Athletics
 3. Intramurals
 4. Recognized student organizations
 5. Faculty and staff organizations
 6. Alumni Association
 7. Institutional Events
 8. Continuing Education
 9. Community individuals or organizations
 10. Community governmental organizations and associations
 11. Regional, state, or national organizations
 12. Non-profit groups
 13. Related state and federal government agencies

Summer

- b. Priority order for the reservation of athletic fields and courts:
 1. Academics
 2. Athletics (revenue generating)
 3. Community individuals or organizations (revenue generating)
 4. Recognized student organizations (including athletic non-revenue)
 5. Faculty and staff organizations
 6. Alumni Association
 7. Institutional Events
 8. Continuing Education
 9. Community individuals or organizations
 10. Community governmental organizations and associations
 11. Regional, state, or national organizations
 12. Non-profit groups
 13. Related state and federal government agencies

Inclement Weather

- c. If inclement weather prohibits an outdoor reservation from occurring the priority to “bump” others from an indoor activity will be:
 1. Academics
 2. Athletics (in-season)
 3. Athletics (out of season)
 4. Intramurals
 5. Recognized student organizations

6. Faculty and staff organizations
 7. Alumni Association
 8. Institutional Events
 9. Continuing Education
 10. Community individuals or organizations
 11. Community governmental organizations and associations
 12. Regional, state, or national organizations
 13. Non-profit groups
 14. Related state and federal government agencies
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- A. In order to receive priority scheduling, the requesting group or individual must make the request a minimum of 4 weeks in advance of the event.
 - B. Reservation confirmations will be sent to all individuals that make a reservation. The confirmation should be reviewed by the requesting individual for accuracy.
 - C. Every effort will be made to accommodate all requests. In the event that there are conflicts, every effort will be made to provide adequate facilities for all. If a specific conflict cannot be adequately accommodated by the Scheduling Office, the appropriate Administrator will make the final decision.
 - D. A Waiver of Liability must be completed by non-SMSU students, faculty or staff that participate in SMSU club/organization activities. The waiver can be found in the scheduling office. It is the responsibility of the club/organization president and advisor to make sure the waivers are completed. The completed waivers must be at least once per year per individual and returned to the Student Activities Office in Student Center 219.
 - E. NOTE: Track and Field Complex priority reservations must comply with the Joint Powers Agreement between SMSU and ISD 413. Primarily, contract section 5.4.1.