

<b>SUBJECT:</b>  <b>Athletics:</b>  <b>Facilities Reservations and Rental</b>	<b>Effective Date:</b>  July 1, 2011	<b>Policy Number:</b>  03-1-003
	<b>Supersedes:</b>  Policy:  Date:	<b>Page 1 Of 2</b>
	<b>Responsible Authority:</b>  Director of Athletics	

**I. Purpose and statement of operational policy underlying the procedure.**

The purpose of this policy is to ensure that the reservations process is conducted in timely and professional manner.

**II. Applicability/Scope**

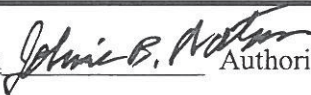
This policy applies to all individuals or groups who employ the gym or (Bruce Hall).

**III. Process for Implementing Procedure**

<b>Responsibility</b>	<b>Action</b>	<b>Timeline</b>
Director of Athletics	Grant request to utilize an athletic facility.	A minimum of two weeks prior to the event occurring.
Non-LeMoyne-Owen College Event Planners	Pay any fees related to the event occurring.	A minimum of ten business days prior to the event occurring.
Event Planner or Coordinator	Ensure Insurance Certificate is on file in the campus' Administrator Services Office.	A minimum of five days prior to the even occurring.

**IV. Related policies/References for more information**

See Policies and Procedures Handbook for Intercollegiate Athletics, Page 27.

Authorizing Official: <u>Johnnie B. Watson</u> 	Authorization Date <u>Oct 16 2011</u>
Title: <u>President</u>	