



## Multi-Activity Court (MAC) Reservations and Policies

### Reservations:

All MAC court reservations are taken by the Facilities Scheduler in the Campus Recreation office located in the Student Recreation Center. Appropriate forms are available in the Campus Recreation office during normal University business hours. An [online request form](#) is the preferred method of MAC reservations.

The Assistant Vice-Provost for Student Affairs and the Associate Director of Facilities and Operations reserve the right to reassign and schedule the MAC court based on consideration of campus activities, institutional and departmental priority events, group size, and event scope. In such instances, every attempt will be made to include the client in the discussion and provide as much notice as possible.

### Getting started:

How do I reserve or rent the MAC?

- [Online Request form](#)
- In Person at the Campus Recreation office in the Student Recreation Center
- Questions can be answered in person or over the phone at the Campus Recreation Office 885-6353

Approval of MAC reservations is dependent on availability, impact to existing programs, scope of event, date requested, and submission date of the request. Events submitted three weeks or more prior to the event take priority. Reservations will be taken on a first come first serve basis according to the following priorities:

- Campus Recreation programs/ activities
- Student organizations: *Greek residences, ASUI clubs, residence halls, etc.*

### Information required for ALL reservation requests:

- Preferred dates, times, duration of event (please provide alternate dates and times)
- Number of participants/ spectators expected (Groups of 30+ may incur an additional cleaning fee)
- Sponsoring Student Organization/ Club
- Event description/ planned activity
- Event Contacts (please provide at least two)
- Additional equipment requests

### Reservation policies:

- Each individual of the program/ organization MUST use their Vandal Card to access the MAC through the SRC turnstiles. Part-time students with their Vandal Card & without SRC access will be granted access for the event (Program/ organization primary contact must provide the student name/s & ID #/s of part-time students prior to the event date).
- Student groups/ organizations are limited to 2 reservations totaling 4 hours per week during the academic year. Special arrangements for additional time/ days may be available and must be approved by the Associate Director of Facilities and Operations.
- No shows (per academic year):
  - o 1<sup>st</sup> offense is a freebie
  - o 2<sup>nd</sup> offense results in cancellation of 1 months reservations
  - o 3<sup>rd</sup> offense results in cancellation of all future academic year reservations
- Reservations will be limited to two hours on weekdays and 4 hours on Saturdays during the academic year (excluding breaks).
- Minimum of 1 hour breaks between reservations required to provide ample drop-in recreation time.

**Reservation Times available:**

- Academic year (excluding breaks):
  - o Monday-Friday: 6am – 4pm
  - o Monday-Thursday: 9pm-10:45pm
  - o Friday: 6pm-9pm
  - o Saturday: 9am-5pm
- Breaks (fall, winter, spring, summer):
  - o During [SRC operating hours](#). Break hours are subject to change.
  - o Check with the Facility Scheduler for specific break hours during the academic year.

**Additional MAC policies**

1. Food & drink is prohibited in the MAC other than water stored in a closable container.
2. Indoor skates only (no braking allowed).
3. All hockey participants must wear a helmet, gloves and shin pads.
4. No-contact play required.
5. High sticking and rough play prohibited.
6. Report all accidents to the Information desk.
7. No spitting or chewing gum.
8. Wear clean shoes (no cleats).
9. All children under 18 must be supervised by an adult/s and be a part of the event.
10. No unattended children (under 18) allowed.
11. Authorization of MAC use does not include equipment. Equipment may be available and must be reserved through the Associate Director of Facilities and Operations (fees may apply).