Reservation Procedures for Outdoor Facilities:
Blount Sports Complex (BSC) & North Recreational Complex (NRC)

1. A facility reservation agreement must be completed at least two weeks prior to the event. It is recommended that outside groups begin communication with the department no less than one month prior to the event. This contract will contain information specific to the event. The contract must be signed by the appropriate administrative authority and submitted by the indicated date. You may submit a request online at www.ecu.edu/crw.

2. The following information is required for a facility reservation:
   a. Name, address, email address, phone number, and mailing address.
   b. Name of group or organization.
   c. Name of event.
   d. Description of event.
   e. Area(s) desired.
   f. Date(s) of event.
   g. Time of event (set-up time/start time/end time/tear down time).
   h. Estimated attendance? Is the event open to the community or is it a University event?
   i. Will food and beverages be served?
   j. Additional needs?

3. All facility requests will be reviewed within a reasonable period.

4. Once an agreement is confirmed, a copy will be provided to the requestor.

5. The agreement must be provided upon request at the site.

6. Planning meetings between the event organizers and the CRW Staff may be required.

7. Additional student or professional staff may be assigned to the event based on the nature and scope of activities planned at the expense of the requesting group. In the absence of an assigned manager, the person requesting the reservation will be responsible for the security and safety of participants and spectators by adhering to the safety considerations expressed in the facility policies and procedures. These items specifically relate to inclement weather, including lightning, as well as unsuitable field conditions and behavior issues. Dialing 911 can immediately contact campus or city police.

8. Requests for activity areas (picnic tables, shade pavilions, sand volleyball courts, lake, etc.) will be submitted to the Associate Director for Facilities, or his/her designee. He/she will coordinate requests involving special needs with other departmental units as necessary and will include needs/requirements on Facility agreement.
**Hours of Operation (BSC)**

Fall Semester: Mon. – Sun. 8:00 AM – 11:30 PM  
Spring Semester: Mon. – Sun. 8:00 AM – 11:30 PM  
Summer: Mon. – Sun. 8:00 AM – 9:00 PM

**Hours of Operation (NRC)**

Fall Semester: 8:00 AM – Dusk  
Spring Semester: 8:00 AM – Dusk  
Summer: Mon. – Fri. (8:00 AM – 9:00 PM); Sat. – Sun. (9:00 AM – 9:00 PM)

**Boat House Staffed Hours of Operation (NRC)**

Fall Semester: Mon. – Fri. (2:00 PM – Dusk); Sat. – Sun (12:00 PM – Dusk)  
Spring Semester: Mon. – Fri. (2:00 PM – Dusk); Sat. – Sun. (12:00 PM – Dusk)  
Summer: Mon. – Fri. (2:00 PM – 9:00 PM); Sat. – Sun (12:00 PM – 9:00 PM)

*All hours subject to change.

**Facility Reservation Priorities**

1. Programs and services provided by CRW will have first priority. These programs include Adapted Recreation, Adventure, Club Sports, Fitness, Intramural Sports, Wellness, and Youth and Family. These groups will be responsible for any equipment set up/take down and for reporting any special repairs and/or maintenance needs due to their use of the fields.

2. Health and Human Performance Academic classes will have second priority. It will be the responsibility of these departments to coordinate with CRW for the use of the fields on a semester basis. The departments will be responsible for any equipment set up/take down and for any special repairs and/or maintenance needs due to their use of the fields.

3. Student organizations, registered with the Student Organization Center, will have third priority. No charges will be assessed unless the activity requires labor or materials related to special set up/take down, lights, or personnel supervision.

Please note: Any fundraiser request must be requested and scheduled at least **TWO** weeks in advance prior to the date of event.

   a. If the fundraiser is to support another organization (local or national), a representative of the organization being supported **must be present** on the day of the event.

   b. Any student organization will be charged as a “**University Affiliate**” if they are hosting a fundraiser at any of our three facilities including; (1) Blount Sports Complex, (2) North Recreational Complex and, (3) the Student Recreation Center.
4. University affiliates (groups/individuals) will have fourth priority. This includes groups or individuals who work at the University and whose activity relates to the mission of ECU. This would include athletic and academic classes and camps. Fees will be assessed.

5. Outside groups not affiliated with the University will have fifth priority. This includes any profit and/or non-profit group/individuals not affiliated with the University. Fees will be assessed. Assignment of fields is at the discretion of CRW.

Non-University/Community Access

The Blount Sports Complex (BSC) and North Recreational Complex (NRC) are designed to provide limited access to the community. Open recreation activities will be available at no charge. Other activities, including boating, sand volleyball, and sport field use will be available through program registration and/or field reservation. General CRW policies for program registration/reserved facility use will apply and specific costs may be associated with these activities.

Definitions of User Groups

Student/Student Organizations/SRC Members

- **Student** - Any person currently enrolled at East Carolina University.
- **Student Clubs and Organizations** - Organizations comprised of East Carolina University students and registered with the Student Organization Center.
- **SRC Members** – Any person who has a current SRC membership.

University Affiliate

- **Faculty and Staff** - Any person that is considered to be an employee and is compensated via the University payroll system.
- **Retired Faculty or Staff** - Employees of the University who meet the retirement criteria as established by the Office of State Personnel.
- **Alumni** - Individuals who have graduated from East Carolina University.
- **University Affiliated Organizations** - Include all official University committees, special committees, groups, and task forces supported directly by the University, one of its affiliated Foundations, and the East Carolina University Alumni Association. This may include athletic or academic camps, and state, regional, or national events.

Sponsored Programs

- **Co-Sponsored Non-University Affiliated Organizations** – Student Organizations, educational, community, or charitable organizations sponsoring an educational,
governmental, or charitable program co-sponsored by University department, division of the University, or University affiliated organization with a logical relationship to the sponsored program.

**Non-University Affiliates**

- **Non-University Affiliated Organizations (Not for Profit & for Profit)** - Include all groups or organizations that are not directly supported by the University or that are not registered student organizations, even though some of the members or participants may be University personnel or students.

**Reservation Fee Schedule**

<table>
<thead>
<tr>
<th>Outdoor Fields (per field): BSC &amp; NRC</th>
<th>2 Hours</th>
<th>4 Hours</th>
<th>8 Hours</th>
<th>Lights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students/Student Organizations/SRC Members</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>University Affiliates</td>
<td>$10</td>
<td>$20</td>
<td>$30</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Co-Sponsored Programs</td>
<td>$20</td>
<td>$40</td>
<td>$60</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Non-Affiliate Not for Profit</td>
<td>$25</td>
<td>$50</td>
<td>$80</td>
<td>$30.00/hr</td>
</tr>
<tr>
<td>Non-Affiliate for Profit</td>
<td>$30</td>
<td>$60</td>
<td>$120</td>
<td>$30.00/hr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NRC Field House, Shade Structure, OR Boat House</th>
<th>2 Hours (minimum)</th>
<th>4 Hours</th>
<th>8 Hours</th>
<th>Staff (non-operational hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students/Student Organizations/SRC Members</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$12/hr</td>
</tr>
<tr>
<td>University Affiliates</td>
<td>$20</td>
<td>$30</td>
<td>$40</td>
<td>$12/hr</td>
</tr>
<tr>
<td>Co-Sponsored Programs</td>
<td>$25</td>
<td>$35</td>
<td>$45</td>
<td>$12/hr</td>
</tr>
<tr>
<td>Non-Affiliate Not for Profit</td>
<td>$30</td>
<td>$40</td>
<td>$50</td>
<td>$12/hr</td>
</tr>
<tr>
<td>Non-Affiliate for Profit</td>
<td>$40</td>
<td>$60</td>
<td>$80</td>
<td>$12/hr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Boat House Package: NRC (includes: Patio, Beach, Sand VB Courts, Horseshoes, and BH equipment – boats, canoes, sporting equipment, etc.)</th>
<th>2 Hours (minimum)</th>
<th>Additional hr/per hr</th>
<th>Staff (non-operational hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students/Student Organizations/SRC Members</td>
<td>0</td>
<td>0</td>
<td>$12/hr</td>
</tr>
<tr>
<td>University Affiliates</td>
<td>$25</td>
<td>$10</td>
<td>$12/hr</td>
</tr>
<tr>
<td>Co-Sponsored Programs</td>
<td>$35</td>
<td>$12</td>
<td>$12/hr</td>
</tr>
<tr>
<td>Non-Affiliate Not for Profit</td>
<td>$40</td>
<td>$15</td>
<td>$12/hr</td>
</tr>
<tr>
<td>Non-Affiliate for Profit</td>
<td>$50</td>
<td>$20</td>
<td>$12/hr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disc Golf Course</th>
<th>2 Hours (minimum)</th>
<th>4 Hours</th>
<th>8 Hours</th>
<th>Staff (non-operational hrs)</th>
</tr>
</thead>
</table>
Students/Student Organizations/ SRC Members 0 0 0 $12/hr
University Affiliates $10 $20 $30 $12/hr
Co-Sponsored Programs $20 $40 $60 $12/hr
Non-Affiliate Not for Profit $25 $50 $80 $12/hr
Non-Affiliate for Profit $30 $60 $120 $12/hr

*Equipment provided upon request. Each request will be reviewed on a case to case basis.

Reservations: A two-hour minimum is required for all outdoor reservations. All night events are subject to prior departmental approval.

Field Prep: An $85.00 minimum set-up fee is charged per field for painting/preparation. Additional fees may be assessed based on special equipment needs, such as trash disposal or reservations of more than eight hours.

ECU Police: Depending on the size and type of event, ECU Police may be required and the requestor will be responsible for costs (approximately $45/hr per officer; typically 2 officers required).

Portable Grill: A $25.00 fee will be charged if the large portable grill is requested for an event.

Lights: $30.00 is charged per hour per field for use of lights.

Staffing Rates: If events are scheduled outside of normal operating hours or if additional staff is required, groups will be charged at the following rate (2 hour minimum):
- Student Staff (Facility Manager, Boat House Staff, Lifeguard): $12.00/hour
- CRW Professional Staff: $35/hour
- ECU Police: $45/hour
- Custodial Staff: $25/hour
- Electrician/Trade/Trade: $25/hour

Staffing Requirements:
- All groups (Students/Student Organizations, University Affiliates, Sponsored Programs, Non-Affiliate Not for Profit, and Non-Affiliate for Profit) are required to have a lifeguard on duty for Boat House Package.
  - 1 lifeguard to 20 participants ratio (maximum of 3 lifeguards)
- During staffed hours of operation at the NRC Boat House, additional student staff may be required for Boat House Package.

<table>
<thead>
<tr>
<th>Additional Staff During Staffed Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Participants</td>
</tr>
<tr>
<td>Additional BH Staff</td>
</tr>
<tr>
<td>Lifeguard</td>
</tr>
<tr>
<td>-----------</td>
</tr>
</tbody>
</table>

Updated 4/9/2014
**Boat House Equipment Rental Rates**

*ECU Community*: During normal operating hours, any current student or SRC member with a valid ID may rent two (2) of any one (1) free of charge. To rent more than two items (e.g. 3 boats) they must pay for the additional item at the general community rate.

*The following items are available free of charge to students and SRC members:*

- 1 person sit-on-top kayak*
- 2 person sit-on-top kayak or canoe*
- Standup Paddle Board*
- Horseshoes
- Volleyball
- Corn hole
- Bocce Ball
- Paddle Ball
- Kick ball
- Football
- Frisbee
- Disc golf set (putter & driver)**
- TRX Fitness Equipment
- Beach chairs
  *includes paddle(s) and life jackets(s)*
- **available for 24 hour check out and can be returned to SRC or Boat House*

*General Community*: During normal operating hours, any general public member with a valid ID may rent any 4 items at a time.

The following rates apply for non-CRW members.

- 1 person sit-on-top kayak*  $10/hour
- 2 person sit-on-top kayak or canoe*  $10/hour
- Standup Paddle Board*  $10/hour
  *includes paddle(s) and life jackets(s)*

*Group Rates*

Groups may reserve any of the areas listed above with preferably 2 weeks advance notification.

Groups using the equipment during *normal operating hours* are only guaranteed 50% of equipment available. This allows for other users to drop in and have equipment available.

Groups that wish to use *all* equipment must reserve the facility/equipment outside *normal operating hours*. Rental rates are listed above.
**Refunds:**

Refunds are not given if a group cancels within 48 hours of the date of the event.

If CRW cancels due to inclement weather or other issues, a refund will be issued or the event will be rescheduled to a later available date. A refund will not be issued if inclement weather occurs halfway through an all-day event.

**Cancellations:**

If a group does not cancel within 48 hours from the date of the event a $25 administrative fee will be charged.

If any field preparation has occurred prior to the cancellation (48 hours), the organization will be charged for the field preparation.

If additional staff is required, the group will be charged if the reservation is not canceled within 48 hours from the date of the event.

**Lost Equipment:**

The replacement fee will be charged to a renter for all lost equipment. Damaged equipment will be charged a repair fee for items eligible for repair, or a replacement fee (retail rate + 20%).

**Damaged Equipment:**

Damaged equipment will be charged a repair fee for items eligible for repair, or a replacement fee (retail rate + 20%).

**Vandalism:**

If vandalism is found, contact ECU Police and the Associate Director for Facilities immediately.

**Late Equipment:**

For items not returned within 15 minutes of the due time, an extra hour will be charged to the participant for every hour the equipment is out.

Disc golf discs may be returned at the Boat House or at the Student Recreation Center by the close of the following business day without penalty.
Risk Management

Policy for Off Campus Organizations Use of Facility

Groups representing off campus organizations, camps, or conferences that are not specifically organized and administered by an East Carolina University academic organization, must complete the reservation contract and provide the following.

1. A General Liability Statement of insurance
2. An Assumption of Risk and Release Form completed by the appropriate administrative authority.
3. An Assumption of Risk and Release Form completed by each participant and/or their parent or guardian as indicated.
4. The language used to denote the additional insured on the General Liability Statement (1) will specifically include “East Carolina University Student Recreation Center Facilities” if the SRC is the only area utilized; “East Carolina University Student Recreation Center Facilities and multi-purpose activity areas” if both the SRC and outdoor activity areas are used, or “East Carolina University multi-purpose activity areas” if only outdoor activity areas are requested. Those individuals or groups that fail to comply with these requirements will not be permitted to utilize the facilities.