

## **OPERATIONAL GUIDELINES**

1. The Eastern Michigan University Indoor Practice Facility Management shall be responsible for scheduling all events in the Indoor Practice Facility. The Assistant Director of the Indoor Practice Facility will coordinate and maintain the master booking calendar with all University tenants and outside clients.
2. The EMU Indoor Practice Facility operating hours will be Monday – Friday 6:00 am – 11:00 pm and Saturday and Sunday 7:00 am – 10:00 pm.
3. EMU Indoor Practice Facility provides priority booking as follows:
  - EMU Athletics – Monday – Friday 6:00 am – 6:00 pm
  - Outside rentals (EMU and non-EMU) Monday – Friday 6:00 – 11:00 pm and Saturday and Sunday 7:00 am – 10:00 pm.
4. EMU Indoor Practice Facility requires all potential clients and tenants renting to complete an application for rental. EMU Indoor Practice Facility management will review all applications to determine if dates requested will be held. If an application is accepted, a contract will be issued.
5. EMU Indoor Practice Facility management reserves the right to refuse requested dates held if any items within the application process are omitted.
6. EMU Indoor Practice Facility management reserves the right to protect any event dates it deems to be important to the overall mission of the Indoor Practice Facility as well as Eastern Michigan University. All events must support the mission of the Indoor Practice Facility and Eastern Michigan University.
7. EMU Indoor Practice Facility management reserves the right to adjust any rental rates as it deems to be in the best interest of the EMU Indoor Practice Facility.
8. EMU Indoor Practice Facility requires a non-refundable deposit (cashiers check or money order), insurance, and signed contract by the dates indicated on the rental contract. EMU Indoor Practice Facility will release dates when contract requirements are not fulfilled.
9. User will not assign, transfer or sub-let time, without the prior written approval of the Director of the Indoor Practice Facility. User shall not permit an unrelated group to use the facility in a substitute manner, without the prior written approval of the Director of the Indoor Practice Facility.
10. EMU organizations must pay by inter-department transfer form or requisition.

11. All ticketed events are required to use EMU Convocation Center's ticketing system.
12. No smoking in the facility. No outside food or beverage allowed in the facility. No bottles, cans, weapons, alcoholic beverages or illegal substances allowed. Facility retains the right to restrict additional items, per event.
13. Food service must be catered by EMU Dining Services unless an exception is granted by the Director of the Indoor Practice Facility.
14. Parking for outside rentals must use the lot east of the Indoor Practice Facility. Student-Athletes must park in Rynearson Stadium parking lot off of Hewitt Road.
15. Outside rentals will enter the Indoor Practice Facility through the Welcome Center on the north side. Student-Athletes will enter the Indoor Practice Facility through the south side revolving door.
16. Cleaning will be scheduled by the Assistant Director of the Indoor Practice Facility. All outside rentals (EMU and non-EMU) will be required to pay for cleaning.