

STUDENT ACTIVITY & ACADEMIC CENTER FACILITY RESERVATION POLICIES

FALL SEMESTER 2009

The Student Activity & Academic Center cannot accommodate any space reservation requests outside of the building and pool hours. The building, pool, and outdoor lighting hours are subject to change without notice.

Building Hours:	Pool Hours:
<p>Regular Hours: Aug 22 – Dec 17 Mon – Fri: 6:30am – 12:00am Sat/Sun: 8:00am – 12:00am</p> <p>Labor Day: Sept 7 Mon: 9:00am – 9:00pm</p> <p>Fall Break: Oct 9 – 13 Fri - Mon: 8:00am – 9:00pm</p> <p>Thanksgiving: Nov 25 – 29 Wed: 6:30am – 5:00pm Thurs – Sat: CLOSED Sun: 10:00am – 12:00am</p> <p>Academic Break (Fa): TBA</p> <p>Holiday Break: TBA</p>	<p>Regular Hours (Sp): Apr 1 – May 18 Mon - Fri: 12:00pm – 8:00pm Sat, Sun: 10:00am – 5:00pm</p> <p>Regular Hours (Su): May 19 – Sep 7 Mon, Wed, Thurs: 10:00am – 9:00pm Tues, Fri: 12:00pm – 9:00pm Sat/Sun: 10:00am – 8:00pm</p> <p>Regular Hours (Fa): Sep 7 – Nov 1 Mon - Fri: 12:00pm – 8:00pm Sat, Sun: 10:00am – 5:00pm</p> <p>Teaching/Lap Pool: May 19 – Sept 1 Sat/Sun: 10:00am – 8:00pm Mon – Fri: CLOSED April 1 through May 18: CLOSED Sep 7 through Nov 1: CLOSED</p> <p>Diving Well: May 11 – July 10 Mon, Wed, Thur: CLOSED 5:30pm – 7:00pm</p>
Outdoor Lighting:	
<p>Recreation Field: Monday, Wednesday, Friday from dusk until 9:00pm Hard Tennis Courts # 5 – # 8: Dusk – 10:00pm Hard Tennis Courts # 1 – # 4: Dusk – 11:00pm Basketball Court: Dusk – 11:00pm Volleyball Court: Dusk – 10:00pm</p>	

***Please Note:** The Teaching/Lap Pool is only OPEN for recreational swimming on Saturday and Sunday from May 19 through September 1. The Teaching/Lap Pool is other wised used for group swimming lessons.

***Please Note:** The Diving Well is only CLOSED for recreational swimming on Monday, Wednesday, and Thursday from May 11 through July 10. The Diving Well will be closed during this time period to accommodate the various swim groups in the pool.

ACCOMMODATIONS & RESTRICTIONS

Reservation Request:

Reservation requests can only be made by completing the space reservation request form found on our website or by visiting the Student Activity & Academic Center information desk in person.

All space reservation requests must be submitted 7 business days prior to the scheduled event and requests cannot be made more than 6 months in advance. All space reservation requests submitted before and after this time period will not be accepted. Reservations requests can be delivered by mail, fax, or in person to the address listed below:

Nick Froelich
Operations Manager
Student Activity & Academic Center
1946 Starvine Way
Decatur, GA 30033
Telephone: 404.712.2456
Fax: 404.712.2449

Confirmation/Denial Documentation:

Space reservation requests will be approved or denied via email by the associate director/operations manager within 3 business days of submission.

After the space reservation request has been approved the name/organization must communicate all specific setup and outdoor lighting needs with the associate director/operations manager 7 business days prior to the event. Any specific setup and outdoor lighting needs conveyed after this time period may not be accommodated. The Student Activity & Academic Center reserves the right to decline facility usage for any name/organization submitting a space reservation request.

Rental Fee:

The Student Activity & Academic Center provides space for any name/organization affiliated and non-affiliated with Emory University.

All approved space reservations will be associated with a rental fee indicated in writing with your email confirmation. It is the responsibility of the name/organization listed on the request form to pay all rental fees in full on the day of the event. Rental fees can be paid with cash, check, or credit card (except American Express) at the Student Activity & Academic Center information desk.

Deposit Fee:

All space reservations are subject to a 25% deposit if it is deemed necessary by the associate director/operations manager. This deposit fee will be provided in writing with your email confirmation. The deposit fee must be paid by the date indicated or the name/organization will forfeit their space reservation. The deposit fee will be applied to the total cost of the space reservation.

Cancellation Fee:

All space reservation requests must be cancelled 14 business days before the scheduled event. Any cancellations after this time period are subject to a 25% penalty of the total space reservation rental fee.

Extra Staffing Fee:

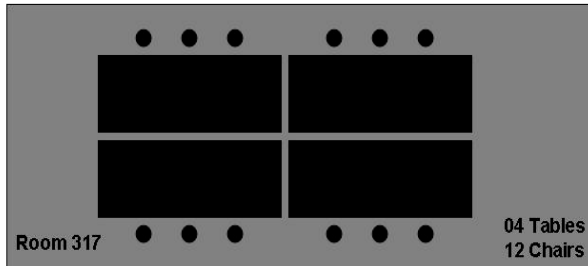
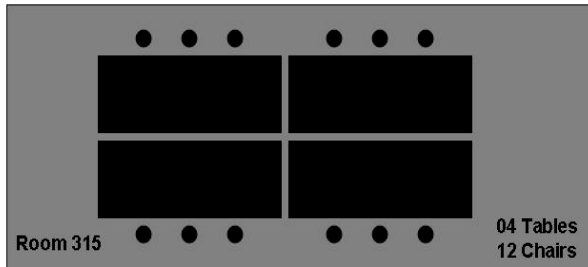
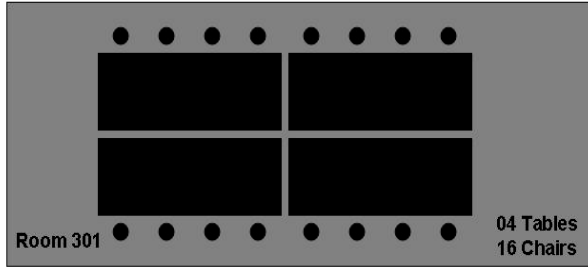
If the space reservation exceeds 50 people the associate director/operations manager will determine if extra staffing will be required. If it is determined extra staffing will be needed the name/organization will be responsible for the staffing fee (minimum \$15 per hour) and this will be indicated in writing with your email confirmation.

Setup Fee:

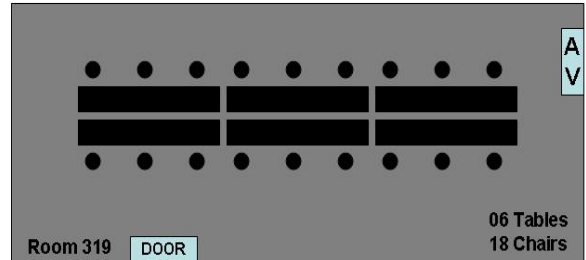
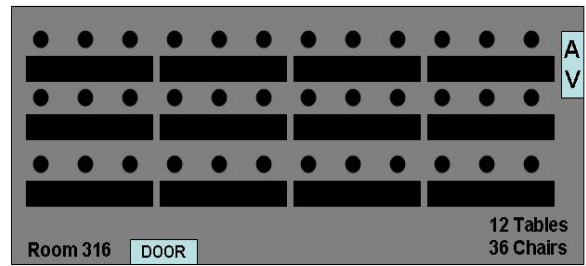
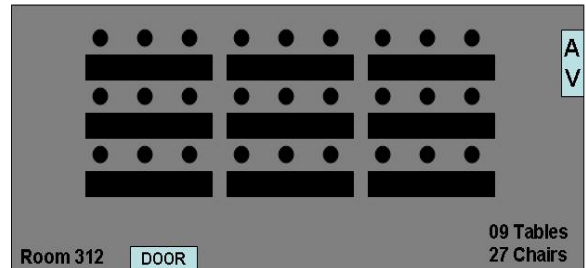
The Student Activity & Academic Center offers access to seminar rooms (non-A/V equipment), classrooms (A/V equipment), and one multi-purpose room classrooms (A/V equipment). Listed below is the standard setup for each room in the facility. Any space reservation requesting a setup other than the one listed below or outside of university operating hours is subject to a facility setup fee.

The number of tables and chairs represent the maximum number of occupants allowed in a specific space according to fire code and safety regulations.

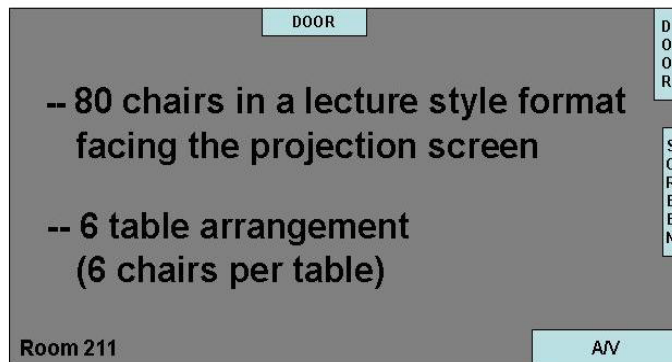
**Seminar Room
Standard Seating Arrangement**



**Classroom
Standard Seating Arrangement**



**Room 211
Standard Seating Arrangement**



Cleaning Fee:

Immediately following the space reservation the Student Activity & Academic Center asks the area is returned to its original arrangement by the name/organization listed on the space reservation. It is also ask that any trash, litter, food, banners, decorations, etcetera are placed in a receptacle and any personal belongings removed from the area. Failure to adhere to these policies is subject to a minimum \$30.00 per hour cleaning fee.

Damage Fee:

It is the responsibility of the name/organization listed on the reservation request form to pay for all damages associated with the space reservation. The Student Activity & Academic Center prohibits the use of tacks, pushpins, nails, tape, and any other mounting device altering the appearance of the interior of the facility. It is also prohibited to hang any device from the doorways or ceiling tiles in the seminar and classroom spaces.

Audio/Visual Equipment:

The Student Activity & Academic Center does not have technical support for the audio/visual equipment for space reservations on Saturday and Sunday’s. The Student Activity & Academic Center requests the name/organization to make alternate arrangements in the event of technical difficulties.

There are four classrooms (Room 211, Room 312, Room 316, and Room 319) with audio/visual capabilities that include:

- (1) Sharp XG-P20XU Conference Series Projector
- (1) Da-Lite Composite 80” Projector Screen
- (1) Dell Optiplex GX620 Computer with Internet Connection
- (1) PC Laptop/Projector Adapter (must provide Mac Laptop/Projector Adapter)
- (1) Cinivision VCR/DVD Combination Machine
- (1) Wolfvision Overhead Document Camera Projector
- (1) Composite, VGA, and S-Video Capabilities
- (1) Cinivision Professional Media Sound System
- (1) Crestron Cable Tuner with Cox Cable Television (Room 211 Only)

Available Equipment:

The Student Activity & Academic Center does have equipment available for rent. In order to rent equipment you must provide a picture ID and complete an equipment rental form at the information desk. All available equipment is FREE of charge.

(6) Spalding Men’s TF-250 I/O All Surface Basketball	(4) Halex Pips I/O Table Tennis Paddles
(5) Spalding Women’s TF-250 I/O All Surface Basketball	(8) Black Knight 150 Badminton Racquets
(2) Gopher Official Comp 1000 Volleyball	(4) Carlton T800 Premium Shuttlecocks (Plastic)
(2) Wilson Ultra Performance Size 5 Soccerball	(4) Aeroplane Super G1130 Shuttlecocks (Feathered)
(1) Wilson Official NCAA Football	(3) SpinHammer Pro Comp Flying Disc
(8) Gopher Titanium Wide Body Tennis Racquets	(1) 4 lb Valero Medicine Ball
(6) Gamma Pro Practice Tennis Ball Hoppers	(1) 6 lb Valero Medicine Ball

Directions:

From I-85 North/South	From N. Decatur Rd
Exit 91 – Clairmont Rd	Follow N Decatur Rd until Clairmont Rd
Follow Clairmont Rd going South	Follow Clairmont Rd going North
Cross Briarcliff Rd/Clairmont Rd	Cross under the railroad/train bridge
Cross LaVista Rd/Clairmont Rd	Left onto Starvine Way
Cross North Druid Hills Rd/Clairmont Rd	
Pass the Veterans Affairs Hospital	
Right on Starvine Way	

Parking:

- Monday – Friday from 4:00pm until 6:00am the Clairmont Deck is FREE
- Saturday – Sunday the Clairmont Deck is FREE

If an event happens between the hours of Monday through Friday 6:00am and 4:00pm please contact Brenda Wilson (404-712-8740) at the Emory University Parking Office to arrange for parking. There will be a fee associated with the parking arrangement.

Registrar's Office:

The registrar's office has scheduling priorities to classrooms 301, 312, 315, 316, 317, and 319 during the academic calendar from 8:00am until 6:00pm Monday through Friday until the add/drop day for semester classes has passed. The add/drop day for fall semester classes 2007 is January 24, 2008.

Catering:

We allow events to be catered by any third party organization or company. It is the sole responsibility of the name/organization to provide these arrangements.

Alcohol/Tobacco/Glass Containers:

Alcohol, tobacco, and glass beverages are PROHIBITED in and around the Student Activity & Academic Center property and grounds. It is the responsibility of the name/organization to have all patrons involved with a specific space reservation to abide by these policies.

Music:

All amplified music including but not limited to public address systems, boom boxes, bands, and disc jockeys must be kept at low levels inside and outdoors. We must be respectful of other patrons in the building, as well as, the residents and neighborhoods surround the Student Activity & Academic Center.

Copies:

The copier located at the Student Activity & Academic Center information desk is for office use only. We do not allow space reservations to access the copier for any reason. Please make all copies before the space reservation takes place.

name/organization must reserve these security measures through the Emory Police Department. The Student Activity & Academic staff reserves the right to shut down the event if they feel there is a danger to public safety, property, or interference with business of the Clairmont Campus at Emory University.

- Baseball and Softball games are not permitted on the field.
- Glass containers, breakable plastic cups, or animals are not permitted on the field.
- Special conditions may dictate additional restrictions and this will be communicated in the email confirmation of your space reservation.

Swimming Pools:

50m Pool & Lap/Teaching Pool Policies & Procedures:

- Swimming is permitted only when lifeguard(s) are present.
- Clean and proper swimming attire is required. Cutoff shorts are not permitted.
- Swim diapers or plastic pants are required for children who wear diapers.
- Children under the age of 12 must be accompanied by an adult 18 years of age or older. Children swimming or non-swimming must be within arm's reach at all times.
- Swimming is prohibited if you have an infectious or communicable disease.
- Spitting, spouting of water or blowing the nose in the pool is prohibited.
- Prolonged underwater swimming (for more than 15 seconds) is prohibited.
- Glass, alcohol, drugs, or tobacco products are prohibited.
- Pets are prohibited inside of the facility or on the recreation field.
- Only appropriate sport drinks or water are permitted on the pool deck. Gum, food, or other drinks are prohibited on the pool deck.
- Hanging or swimming across lane lines are prohibited.
- Starting blocks are permitted only for competitive and instructional swimming.
- Inflatable pool toys, mattresses or tire inner tubes are not permitted.
- Professional staff will provide assistance with the chair lift upon request.
- The Student Activity & Academic Center is not responsible for valuables or personal property brought to the facility.
- Lifeguard(s) have final authority.

Baby Pool Policies & Procedures:

- Warning - No Lifeguard on Duty
- Children are prohibited to use the pool without the supervision of an adult over the age of 18.
- Unattended solo bathing is prohibited.
- Children in diapers must wear swim diapers or plastic pants with elastic gathers over their diapers when using the pools. If a child under your care has diarrhea or loose stool, please do not allow the child to use the pools.
- Swimmers over the age of 5 are not allowed in the baby pool.

Diving Well Policies & Procedures:

- Divers must be able to swim unassisted in deep water to use the diving boards.
- Only one bounce on the diving board at a time.
- Only one person on the diving board at a time.
- Check to see that no one is under or around the board before you dive.
- Dive straight off the diving board.
- Exit the water immediately after you dive.
- Do not swim in the diving area or directly under the diving board.
- Hanging on the diving board is not permitted.
- Diving is allowed only in designated areas.
- Divers are not allowed to wear personal flotation devices.
- Recreational diving is permitted during posted hours only.
- Lifeguard(s) have the ability to prohibit any unsafe diving activity.

Lap Swim Etiquette Policies & Procedures:

- Expect to share a lane. If there are 2 or more swimmers, please circle swim.
- Try to swim with others of your own pace.
- Swim in a counterclockwise direction staying on the right side of the lane.
- Pass only when the passing lane (middle of lane) is clear.
- Avoid congregating at the end of swim walls. Please move to the extreme right corners of the lane if stopping to rest.
- Be considerate of others and their individual workouts.