

CAMPUS RECREATION AGREEMENT OF UNDERSTANDING

UMKC Student Organizations are limited to one weekday and one weekend reservation per week. Reservation time is not to exceed two hours. Campus Recreation reserves the right to alter these agreement items as necessary.

All Student Organizations must comply with the following terms and conditions:

- Reservation requests must be submitted at least 14 days prior to the desired date
- Participants must be over the age of 18 and have valid identification
- Access reservation space at beginning of agreed reservation start time
- Exit reservation space at, or before, end of agreed reservation end time
- Use only the space and equipment that has been designated for the reservation
- Refrain from moving, altering, and manipulating existing, permanent equipment
 - Studios: Sound Systems, Class Equipment, Spin Bikes, Mirrors, etc.
- Return used equipment and reset the space to its original state following the reservation
 - Courts: Nets + Poles, Service Center equipment, etc.
- Food and open drinks are prohibited beyond the North Lobby and Vending Area
- Report reservation cancellations at least 48hrs prior to scheduled reservation
- Report any damaged or lost equipment to Sr. Coordinator of Events & Operations
 - Student Organizations can be held financially responsible for damages
- Be respectful and courteous to Campus Recreation Staff and Swinney Center members

Student Organizations may request increased reservations for up to a 14-day period if the organization is preparing for a conference, competition, recruitment cycle, or similar event. Student Organizations must send their event schedules to the Sr. Coordinator of Events & Operations for review.

Student Organizations may also be granted additional reservations if there are no other upcoming reservation requests at the 14-day deadline. Approval of such reservations will be determined on a case-by-case basis. Campus Recreation cannot guarantee additional space or time at any point.