



Facility or Field Reservation Form

Today's Date: _____

Sport Club: _____

Contact Person: _____

Club Role: _____

Contact Email: _____

Contact Phone: _____

Space Requested: _____

Type of Event (Include Opponent, Details and Description): _____

Projected number of participants: _____ Projected number of spectators: _____

Day(s) Requested (Circle): Mon Tues Wed Thurs Fri

Date(s) Requested: _____ Start time: _____ End time: _____

Equipment Reservation Requested: _____

Agreement for use of facilities and fields

Our club assumes responsibility for visiting team(s) and agrees to abide by all UMBC and Recreation rules and regulations governing use of the reserved facilities/fields. We understand the Recreation department reserves the right to cancel reservations when such action is warranted to ensure the safety of participants and protection of the playing area. (When possible, at least 48 hours notice will be given).

Our club understands that reserved fields/facilities are to be left clean and in good condition. We accept responsibility for expense incurred for damages. UMBC Recreation department is not responsible for personal injury, loss or damage to personal property that occurs as a result of field or facility use. Reservations are accepted depending on availability and timeliness. Upon signing this field/facility reservation form, we are agreeing to the above terms and other rules and regulations listed on the sport clubs webpage.

Club Representative Signature: _____

In office use ONLY

Club Sports Coordinator Signature: _____

Contacted Athletics: _____

Approved: _____ Denied: _____ Comments: _____



Facility and Field Reservation Guidelines

LICENSE AND COPYRIGHT: Unless otherwise agreed to in writing, the Club will have sole responsibility for obtaining and paying for any and all licenses, and paying for any and all royalties necessary for the performance of any music performed pursuant to this contract. The Club shall indemnify and hold harmless the University, its officers, agents and employees with respect to any claim, action, cost or judgment for copyright infringement or for failure to pay for any and all royalties pursuant to the copyright laws of the United States or any other county arising out of the performance of this contract.

INDEMNIFICATION: Club shall indemnify and hold harmless UMBC, its officers, employees, agents, and students from and against any and all claims, suits, proceedings, costs, losses, damages, liabilities, expenses, demands, and judgments, including court costs, attorney's fees, and other reasonable expenses of litigation, which may arise out of, relate to, or be a consequence of this Contract or the use or occupancy of the facility by Clubs, its officers, employees, agents, guests, invitees, and performers or artists it brings in for performances.

FACILITIES USE REGULATIONS: The Club shall only have the use of the facilities contracted for herein and only for the purposes stated in this Contract. Use of additional facilities not contracted for herein will result in additional charges. The USER will be responsible for proper use of the facilities and will be held liable for causing or permitting any action that would deface the facilities. Clubs agrees that Clubs may enter upon the used facilities at all reasonable times to make inspection in conformity with this Contract.

EQUIPMENT: Clubs will be responsible for all Club owned equipment and will be held liable for equipment lost, stolen, damaged, or misplaced. UMBC assumes no responsibility for equipment used at events that is supplied by another party. UMBC reserves the right to approve equipment used at events and its supplier. Ordinary maintenance shall be performed by UMBC. UMBC is not responsible for providing any equipment or services not specifically stated in this Contract.

PUBLICITY: UMBC reserves the right to approve in advance all forms of advertising or publicity when its name is used. UMBC also reserves the right to review and approve in advance all advertising copy that bears its name. Posting of all materials must be approved in advance by UMBC's Office of Campus Scheduling and Guest Services. All posted materials must comply with the UMBC Posting Policy. All posted materials must be removed no later than 24 hours following the event.

GENERAL: Smoking in campus facilities is prohibited. All sales, solicitations, and concessions are prohibited without the express written consent of UMBC.

NON-DISCRIMINATION: The Club agrees: (a) not to discriminate in any manner against an employee or applicant for employment because of race, color, religion, creed, age, sex, sexual orientation, marital status, national origin, ancestry, or physical or mental handicap unrelated in nature and extent so as reasonably to preclude the performance of such employment; (b) to include a provision similar to that contained in subsection (a), above, in any subcontract except a subcontract for standard commercial supplies or raw materials; and (c) to post and to cause subcontractors to post in conspicuous places available to employees and applicants for employment, notices setting forth the substance of this clause.

INCLEMENT WEATHER POLICY: In some cases of inclement weather, the University must make a decision to close the University to protect the safety of employees, students and visitors. This will affect all events (including seminars and conferences) scheduled on the campus for that day. If inclement weather is forecast, please follow school closing announcements on any of the local radio/TV stations (e.g., WMAR TV channel 2, WJZ TV channel 13, WBAL Radio 1090 AM or WYPR Radio 88.1 FM). Clubs may also call (410) 455-1000 for university closing information. Any events planned for that day are required to follow the same schedule as the University. If there is a delay in opening the campus, the event start time will be delayed as well. If the University is closed, the event will be cancelled. If the university has opened as regularly scheduled, but inclement weather necessitates early closure, all events, including seminars and conferences on campus must end at the time designated for closure of the university. The University will work with the Club to change and/or reschedule the event. In the event of a cancellation or postponement due to inclement weather, the University shall not assume any responsibility for any liability or damages incurred by the club.

ACCEPTANCE OF FACILITIES: By signing this Contract, Clubs agrees to accept the facility/field as is and any changes, additions, or modifications (including but not limited to approval to erect tents, stands, install fixtures, etc.) thereto must be approved in writing in advance by the designated University representative who is (to be designated).

ALTERATIONS, DECORATIONS, DAMAGES: Clubs shall not injure, mar, or in any way deface the premises and shall not cause or permit anything to be done whereby said premises shall be in any manner injured, marred or defaced and will not drive or permit to be driven, nails, hooks, tacks or screws into any part thereof and will not make or allow to be made any alterations of any kind therein.

COMPLIANCE WITH LAW: The Clubs is subject to and agrees to comply with all applicable federal, State of Maryland and Baltimore County laws, codes, rules, regulations and executive orders.