

Group Contact to complete this part of the form

Today's Date _____

Contact Name _____ Contact Phone # _____

Contact Email _____

Name of organization or Group _____

Purpose of use _____

Date requested _____ Start time _____ End Time _____

The following areas will be needed

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Conference room | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Dance studio | <input type="checkbox"/> Weight Room |
| <input type="checkbox"/> Racquetball Court | <input type="checkbox"/> Other |

Additional needs

Chairs QTY _____ Tables QTY _____

Other please describe in detail _____

Addition Special Set up Requirements

Once the above portion is complete make copies for each participant to sign and return THIS PAGE ONLY

Insurance/Waiver

I hereby certify that I/we have insurance coverage for our group while using the BDAC facility per attached policy. I/we further waive and release all rights of claims for damages I/we may have against the BDAC, Utah State University Eastern, State of Utah and their agents, representatives and assigns for any and all injuries which may be suffered by me/us in connection with the use of these facilities.

I will be responsible for proper supervision at all times with this group during the above designated faculty and will restore the room to its original condition if appropriate. I will also be responsible for repairs or replacement for any property damage. I further acknowledge that Utah State University Eastern has not solicited or competed for our/my business. I have read and agree to follow the policies set forth in our specific use policies. For more details please visit <https://usueastern.edu/price/bdac/index>

Participant Printed Name _____ Signature _____ Date _____

If under 18 Guardian Printed Name _____ Signature _____ Date _____

Bring all completed original signed forms the first day of your event.

BDAC SPECIFIC POLICIES

Utah State University Eastern strives to ensure that no single activity, special event, and/or sport dominate the use of the BDAC. Since the facility was designed to accommodate many different types of activities, every effort will be made to maximize options available to the members. There will be occasions that portions of the BDAC will be reserved for intramural competitions and club sport usage and other times space will be rented to student and other organizations. However, when we are in 100% open recreation operation, BDAC members will have several activities from which to choose from.

General Policies

- Access to the BDAC is controlled through Keyless Entry using a valid USUE ID for entry.
- Entry to activity zones is only allowed through the Main Entry.
- Lending or using another individual's ID will result in its confiscation and disciplinary action of those involved.
- Current students can sponsor a guest over the age of 18 for a fee of \$5/day.
- Food and drinks must be in a sealable, shatter-proof container
- Members are encouraged not to bring valuables to the BDAC. Backpacks and/or personal belongings must be stored in a day locker or a rented locker in the locker rooms. Staff are unable to hold personal items for members. Leaving personal belongings on the floor throughout the facility is prohibited.
- Shoes must be worn in all areas of the BDAC. Only athletic, non-marking rubber-soled shoes are allowed on playing surfaces (all courts, and multi-purpose rooms). Bare feet are prohibited in the facility except approved fitness classes.
- Photography/videography is prohibited without prior approval.
- Athletic clothing required: Denim, khaki and clothing with rivets or zippers are prohibited. Shirt top must be full-length, with sleeves and cover the midriff area. Acceptable bottoms include athletic pants, capris or shorts.
- Equipment must be used as intended by the manufacturer. Do not move or relocate equipment without staff approval.
- The use of collars are mandatory and spotters is highly encouraged when working out on weights
- Personal Training may be performed by approved Athletic Department staff only.
- Users may not "bang" dumbbells or drop weights as this damages equipment.
- All free weights, dumbbells, plates, etc., must be returned to their respective racks following use
- Recreation programs have priority in all activity areas.
- Members are expected to follow the directions of BDAC staff at all times. Questions about any staff decision can be directed to the Director and/or Associate Director of Athletics or BDAC Manager
- Day use lockers are available for use at no charge. In the event that a patron forgets the location/combination of their locker, they will be given a maximum of three attempts to locate their items. If the items still are not found, the individual may return at the close of the facility to claim their items. For items that are left in lockers overnight, see lost and found policy.

The Following is Not Permitted

- Any patron under the age of 18 (17 if a USUE student) unless they are on a campus organized campus tour
- Gum inside the BDAC
- Food or any non-water beverages in activity areas. There are lounges throughout the facility for food and drinks other than water
- Backpacks or personal items on the courts, floors, or seating areas
- Baseballs and/or softballs
- Balls of any kind on the second or third floor
- Denim and clothing with rivets or zippers that can tear upholstery
- Bouncing or kicking balls in hallways
- Strollers are prohibited from use within any activity spaces including (weight room, fitness rooms, etc.)
- Pets/animals with the exception of service animals
- Bikes inside the BDAC
- The use of any type of skateboard or hover board. Hover boards are prohibited from use or storage in the facility
- Any type of organized practice or class without a prior reservation
- Prescription medications
- Those under the influence of alcohol and/or illegal drugs

Music Policy

The BDAC staff is responsible for controlling the type of music and volume level for any facility where music is played on a central system. The music played will be determined based on the general population using the facility and will not interfere with any other university policy or university group that may be in the facility. Personal headsets are welcomed in any facility, but the use of radios/portable stereos (“boom boxes”) will not be permitted.

Please contact the administrative offices with any questions or suggestions.

Lost and Found

- Any items found will be turned into the Services Desk where the items will be logged
- Any items left in the Day Lockers at closing will be logged in as lost items. Clothes, basketballs, towels, or any personal items will be stored in a container at the Services Desk for a week, at which point it will be discarded
- All wallets, jewelry, or any other valuables will be secured in a safe then turned into the University Police Department
- All USUE Card ID's will be turned into the Card Office, daily
- In order for anyone to claim their lost item, they must describe the item in detail and then fill out the claim information in the lost and found log-in book

And all other policies as applicable listed herein