

Reservation Policies

1. A reservation request can be made by a recognized student organization, a university department, or a group (min. of 6) of students, faculty, or staff. Student rates apply to events that involve exclusively Johns Hopkins University students, where necessary. Faculty rates apply to events that involve exclusively Johns Hopkins University community participants. Additional information can be obtained at <http://web.jhu.edu/recreation/facilities/reservations.html>
2. Reservation requests submitted by groups outside the Johns Hopkins University community will be considered pending availability.
3. A completed reservation form should be submitted a minimum of two weeks in advance in order to receive full consideration. Other requests will be considered as space and time allows, but must be received one business day in advance. Large scale events need a minimum of six months notice i.e. concerts, shows and etc. **Submitting a facility request form does not guarantee a reservation. Please allow time for processing.**
4. **Recognized student organizations must follow all policies, procedures and regulations that have been set-forth by the Student Activities Office.**
5. The event sponsor (or his/her designee) will be on site throughout the reservation and will be held responsible for the conduct of all members of the group while using DAR facilities.
6. Staffing needs and associated costs will be determined by DAR staff.
7. The DAR reserves the right to require liability coverage from any group or individual.
8. The DAR reserves the right to alter staffing, regulate the continuation of participation, or cancel the event due to circumstances that may pose a hazard to the safety of the participants or to the condition of the facilities, including inclement weather. (Each group is expected to have a back-up plan in case event is canceled due to weather concerns.)
9. All participants must present a valid Johns Hopkins University ID, pay the daily admission fee and show proof of eligibility, or pay associated reservation fees for non-Johns Hopkins affiliated groups. Event sponsors are responsible for coordinating group admittance into DAR facilities and ensuring that participants stay in the designated area.
10. The event sponsor will be held financially responsible for all lost, stolen or damaged equipment/facilities.
11. All postings, field or floor markings must be approved in advance.
12. Participants must comply with State, Federal, University and DAR laws, rules and regulations. Persons misusing equipment or non-compliant to safety rules or instruction will be asked to leave the premises.
13. Johns Hopkins University prohibits the possession, consumption or distribution of alcohol. In some cases, exceptions maybe made. Each case will be evaluated on a case-by-case basis.
14. Food and drink are restricted to designated areas. Any request for event concessions must meet the approved guidelines established by Johns Hopkins University.
15. Commercial sponsorship and solicitation must be approved in advance. All vendors not affiliated with the organization must have separate rental contract with the DAR.
16. Smoking is prohibited in and within 30 feet of all University buildings and in all DAR inside & outside facilities.
17. Parking is extremely limited. Any special requests need to be arranged through University parking services.
18. Depending on the scope of the event, a non-refundable deposit or full payment may be required at the time of reservation.
19. Cancellations must be received in writing at least one week prior to the event in order for refunds to be considered.
20. Any group/organization expecting to reserve or rent facility space is required to turn in an event plan along with all details including a diagram of the set-up, emergency action plans and etc. where deemed necessary by the Assistant Athletic Director. Please anticipate a meeting once form is submitted and reviewed.

As the representative for the group and event requested on this form, I assume responsibility for the adherence to the regulations and policies pertaining to Department of Athletics & Recreation Facility Reservation. I also will play an active role in the planning and supervision of the event and will assume financial responsibility for fees assessed for this event and enter agreement as of the following:

_____ Date _____ DAR Staff Signature _____ Date _____

Group Representative Signature

For Office Use

Space/Equipment	Fees	Staffing	Fees
_____	\$ _____	_____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	Sub-total	\$ _____
_____	_____	Set-Up/Damages	\$ _____
_____	_____	_____	_____
_____	_____	Sub-total	\$ _____
_____	_____	Deposit	\$ _____
_____	_____	Total	\$ _____
Sub-total	\$ _____		

Contract # _____ Business Office _____
 Scheduled in System _____ Billed _____

COMMUNICATION:

Customer * Athletic Facility Grounds * Equipment * AAD for Operations * Custodial * Plant Operations: _____*
 AAD for Facilities * AD Rec. * Facility Manager * University Police * Other: _____