



Student Space Reservation Information

- Fitness and Recreation provides space to OU students and student organizations, with no fee, for the purpose of practice and rehearsal for class group performance and extracurricular activities such as: U-Sing, Homecoming dances, and pageants.
 - Please note that no outside instructors or lessons are allowed. If your group is interested in hosting a special fitness class for participants, please contact Fitness and Recreation, for information about instructor fees. fitrec@ou.edu.
 - To reserve basketball courts, badminton, table tennis, racquetball courts, climbing wall, volleyball courts, or the Recreation Fields, please contact Garry Armstrong, Assistant Director, gmoney@ou.edu. A fee may be included for rental, set-up, and staffing required to comply with safety precautions. Insurance may also be required.
- Space availability is based on:
 - 1) Fitness and Recreation programming schedules
 - 2) Academic schedules for Health and Exercise Science
 - 3) Prior space commitments
- Permitted activities may include, but are not limited to, dance rehearsal, choreographed performance rehearsal, non-contact athletic activities, team building exercise, etc.
 - Space utilization for direct combat sports, stunt or gymnastic-style exercises must be held exclusively under the appropriate academic supervision, the Athletic Department, or with a registered student organization and their faculty or staff adviser present. Space requests of this nature must include a reservation form as well as a completed *Adviser Acknowledgment Form*. Such use will require the adviser or faculty sponsor to maintain and hold Waiver and Release of Liability for Activities On-Campus forms for all participants.
 - Organizations who wish to film during their reservation will need to submit a *Camera Use Request Form*.
- Fitness and Recreation reserves the right to cancel room reservations, if necessary, due to priority needs. In the rare event of a conflict, Fitness and Recreation decision as to the usage will be binding and final. Notice of cancellation will be made as soon as possible.

The University of Oklahoma is an equal opportunity institution. For questions or accommodations on the basis of disability, please call (405) 325-3053.



Studio Reservation Use Guidelines

- 1) Individuals using the Sarkeys Fitness Center must be at least 18 years of age. Minors may not be left unattended in any part of the facility, including the lobby. Please make arrangements for childcare, if needed.
- 2) **All participants must show their valid SoonerCard to enter rooms.** Non-students and/or affiliates of student organizations may participate in student organization activities providing those individuals purchase a day pass as the guest of a member.
- 3) Non-marking athletic shoes or soft sole dance shoes are required. Please no high heel or marking shoes
- 4) No materials, such as tape, chalk, or other adhesives, may be placed on studio floors. Please ask for approval before using any equipment, props, place markers, etc. for your reservation.
- 5) All drinks must be in a plastic bottle or cup with a lid — no glass containers. Notify SFC Staff immediately if a spill occurs on the floor.
- 6) Speakers are available to check out at the EQ desk. Please do not unplug our appliances/equipment.
- 7) Studio Room equipment including kickboxing bags, balls, bikes, weights, etc., are reserved for Fitness and Recreation classes, and should not be moved or used during your reservation.
- 8) Clean the room after use. Ensure all trash is removed from the room. Inspect the floor well to ensure all costume pieces and belongings are picked up to minimize risk of injury to other users or damage to the floor. Please ask SFC Staff for a mop or a broom if needed.
- 9) For your safety and those around you, weapons of any type are strictly prohibited.
- 10) To maintain the integrity of our mission, the use of Sarkeys Fitness Center facilities is not to produce profit for businesses or individuals.
- 11) Due to Fire Code and safety, a maximum of 100 people are allowed in the studios. Based on the type of activity or event being held, this number may be reduced.
- 12) If damage or violations occur during use, the student organization or individual student may be charged for the repairs and/or forwarded for Student Code charges.
- 13) Failure to adhere to these and all Facility Use Guidelines could result in you, or your organization's suspension from using Fitness and Recreation's studios and/or other actions deemed appropriate.