

Pershing Small Gym Usage Policies and Agreement
(Updated January 31, 2017)

THIS FORM MUST BE RECEIVED NO LATER THAN 72 HOURS PREVIOUS TO THE TIME REQUESTED, OR THE RESERVATION REQUEST MAY BE DECLINED AND/OR CANCELLED.

Student Organization: _____

Contact Information (Print Name, Email, and Phone Number): _____

Organization Advisor: _____

Advisor Contact Info (Print Name, Email, and Phone Number): _____

All persons requesting use of the Pershing Small Gym must submit a request via <http://emspro.truman.edu>. No telephone or email reservation requests will be accepted.

- I. Chartered organizations must complete this form only once per academic year.
- II. Requests are approved on a first come, first served basis. Pershing Small Gym reservations will be accepted, but not confirmed until **August 1** for fall semesters, and **December 20** for spring semesters.
- III. **Priority:**
 - A. Pre-scheduled HES academic courses
 - B. Pre-scheduled Campus-Wide Events (such as Commencement, Truman Week, Athletic events, etc.)
 - C. Athletics Department practices and University sponsored special functions.
 - D. HES Department classroom-related instruction (including students enrolled in HES classes requesting practice time or research).
 - E. Chartered Campus Organizations/Divisions/Departments (includes student research outside of the HES Department)

If circumstances (i.e. weather) force higher priority groups to move their activity into Pershing Small Gym, all reservations with lower priority may be cancelled. Groups with reservations that are affected by the priority system should secure a back-up location. ***Athletics and HES have until noon on the day in question to decide to move their activity into Pershing Small Gym.*** Those groups will be promptly notified if their reservation is being cancelled.

- IV. Reservations are limited to twice per week, per organization, with a two-hour time restriction. In certain circumstances, additional requests may be granted, but only on an "as needed" basis.
- V. **Building Use Policies:**
 - A. Participants will observe all policies and regulations of the University.
 - B. Smoking and consumption of alcoholic beverages is strictly prohibited.
 - C. Candles/open flames are strictly prohibited.
 - D. Additional tables, chairs, or other furnishings are not automatically provided. Prior arrangements for additional equipment must be made through the Physical Plant office (X4200, GS Building 206).
 - E. Any equipment that is hanging or freestanding is not to be used. All reservations are considered to be for the *space only*.
 - F. Organizations/departments will be held responsible for damages that are incurred.
 - G. Absolutely no food or drink allowed in Pershing Small Gym unless permission has been granted through the Athletic Director's office (x4235).
 - H. Each organization/department is responsible for making arrangements to dispose of litter. After use, the facility should be returned to its original state as a courtesy to the next user.

- I. The organization/department listed on the request form assumes the responsibility for non-members who may attend the event.
- J. Individual students not affiliated with a chartered campus organization are NOT permitted to reserve Pershing facilities, unless a chartered campus organization/department is willing to sponsor the individual and assume responsibility for the event.
- K. The Department of Public Safety will be notified of confirmed event's time frames, but will not automatically open or secure the facility. If the facility is not accessible upon arrival, organizations must call Public Safety (X4176) to open the facility. It is suggested that the designated representative have the Pershing Building confirmation available at the event in case a verification of approval is needed.
- L. The "approved responsible person" and/or faculty/staff sponsor agrees to assume responsibility for all *organizational* activities occurring at the approved event, including the area reserved as well as other accessible facilities in Pershing Building, since it is often impossible to fully secure non-used areas. It is agreed that this person will be present during the entire time of the event.
- M. Organizations are asked to be prompt when arriving and departing from the facility out of consideration for others using the facility. **If the approved responsible person is not present within 30 minutes of the scheduled start time, the reservation will be viewed as cancelled.**
- N. Pershing Building hours are 5:00 am to 12:00 am, Monday through Friday; 8:00 am-12:00 am Saturdays and Sundays. Building lock-down will occur at 12:00 am; organizations will not be permitted to begin an event after 10:00 pm. Any organization whose event extends after 12:00 am must vacate the building by 12:30 am, unless special permission has been granted through the Athletic Director's Office for an overnight event.
- O. Organizations requesting permission to hold an overnight event that ends after 12:00 am must notify security when the activity is completed. The "responsible person" must remain on site until advised by Public Safety that the facility is secured. The "responsible person" also understands that he/she is to insure that the facility is utilized in the proper fashion and there is no damage or misuse of any equipment loaned to the organization. **Failure to remain on site until the facility is secured or failure to comply with these responsibilities delegated to the organization will result in forfeiture of future use of Pershing facilities.**

I understand the Pershing Small Gym Reservation Usage Policies stated above and accept responsibility for the actions of my organization. The signatures below are required for organizations requesting to use Pershing Small Gym. Please return this agreement to the Health & Exercise Sciences (HES) Office, PB2104. **Reservation requests will not be officially confirmed until this agreement has been signed and returned.**

Student Signature

Date

Advisor Signature

Date