Department of Campus Recreation
Facility Request Policies
(From Campus Recreation Facilities Scheduling Request Form)

1. Reservations must be made by a responsible representative of the Group requesting these facilities. The Department of Campus Recreation reserves the right to refuse any reservation request.

2. By submitting this form you and your group agree to abide by all of the terms and conditions of this Agreement. Failure to abide by this agreement will forfeit any fees, will hold the contact person legally responsible and might jeopardize future use of Campus Recreation facilities.

3. Receipt of request DOES NOT equal confirmation. Your event is not confirmed until Campus Recreation receives completed form and NOTIFIES you of approval. Requests are required at least ten (10) business days prior to event.

4. A non-refundable deposit is required of all space requests. Deposit will be no less than $15 per request. (For larger events deposit will be determined at contract negotiations with Director or Department representative.) Payment methods for deposit are checks (payable to Saint Louis University), IDO (University Departments), cash or all major credit cards.

5. SLU student organizations must complete the program planning form available through SLU Groups (groups.sluconnection.com) and provide a copy of the approval certificate along with this request.

6. Events may not be publicized until confirmed by Campus Recreation.

7. Requestor will receive confirmation of request via email or US Postal Service (contracts).

8. Certificate of insurance naming Saint Louis University as additionally insured in the sum of $1,000,000 per occurrence and $3,000,000 aggregate is required of all external groups.

9. Users must abide by all fire, safety, traffic, parking and public safety requirements of Saint Louis University. Smoking is not permitted in any University facility.

10. Requestor must contact Parking and Card Services (977-2957) regarding any parking fees and Public Safety (977-3000) regarding any security staffing for event.

11. Campus Recreation reserves the right to cancel the reservation if it conflicts in any way with the general policy of the University regarding special events. Campus Recreation reserves the right to change reservations to other spaces with the understanding that, if possible, comparable facilities will be provided when the change is necessary.

12. Saint Louis University and the Department of Campus Recreation will be held free of all responsibility and liability, financial or otherwise involved in the rental of this facility. The Department of Campus Recreation is in no way responsible for any damage to, or loss of, equipment, etc. used by your group.