

General Rental Guidelines

Thank you for having your event with Campus Recreation. We hope you enjoy our facilities and have a safe event.

Group Representative

The individual(s) listed on the space request will be responsible for all guests and should act as the representative in charge of the rental. If this individual will not be in attendance, another representative must be designated prior to the event. Please communicate relevant policies to your group prior to the event.

Campus Recreation Policies

Organized/group activities must be approved in advance by the Campus Recreation Director. We recommend that you familiarize yourself with our policies and procedures:

<http://www.creighton.edu/studentlife/campusrecreationintramurals/facilitiesrules/index.php>

Cancellation

To cancel a confirmed event, the group must notify the Campus Recreation office by calling (402) 280-2848 Monday-Friday during business hours. Individuals or groups that do not show for a confirmed event will incur 100% of rental costs or a fine.

Payment

Unless other arrangements are made, Campus Recreation will send a final bill to the event contact upon conclusion of the event. For Registered Student Organizations and University Departments, our Campus Recreation Business Manager will work with you to transfer funds from your University budget.

Identification

All University participants must show a valid Creighton University ID for admittance to the event.

Guests

Space reserved in the KFC is intended to be for full-time Creighton University students or Campus Recreation members. Participation by non students/members is prohibited unless permission is granted by Campus Recreation. The Director will determine appropriate protocol for admissions for events sponsored by University departments or outside groups.

Staffing

Campus Recreation will staff each private event with Facility Management staff appropriate to the number of attendees. Staffing need requirements will be arranged prior to the event.

Additional Use of Facilities

Renting Campus Recreation facilities also includes use of the locker room facilities and recreational equipment check-out. Additional needs such as tables/chairs, stage units, podiums, or special requests such as use of scoreboards, or towel service must be discussed prior to the event.

Food/Beverages

Upon request, groups may bring in food/drinks. All food/drinks needs must be discussed with Campus Recreation prior to the event. Groups must use Sodexo for their catering needs. Sodexo can be contacted at 402-280-2446. A student organization may request a Catering Exclusivity Waiver –

This waiver is used by registered student organizations or university departments to request catering exclusivity. All food/beverage on campus must be purchased through [University Dining Services](#) unless a waiver has been approved in advance. Strict criteria must be met to be eligible for a waiver, so please review closely and plan accordingly. Waivers will not be granted for external groups holding events in university facilities.

.Clean-up

Groups are responsible for ensuring that trash is disposed of properly upon the conclusion of the event or additional fees will be added for clean-up.

Damages

Groups are responsible for any damage which occurs as a result of improper behavior or misuse of equipment/facilities during the event. Group may be billed for costs associated with any special cleaning or maintenance required from damages.

Equipment

Campus Recreation will provide use of available recreational equipment beyond standard equipment offerings upon request. Please complete the Equipment Check out Form. The event contact is responsible for picking up and returning all equipment in a timely manner.

Signage

Groups must have approval from the Director of Campus Recreation before any directional or promotional signage regarding their event in the facility. Signs may only be placed on approved spaces in the KFC.

Special Requests

Groups should coordinate all requests for equipment or set-up not typical of the space reserved (tables/chairs, stage units, sound systems, bleachers, etc.) with Campus Recreation at least two weeks prior to the event. Fees may apply.

Certificate of Insurance

Public groups having events within Campus Recreation facilities must provide a certificate of insurance naming Creighton University as an additional insured.