

SVSU Facility & Fieldhouse Policies & Guidelines

Updated for the 2022-2023 Academic Year

Upon entrance to the building and the fieldhouse lobby, all visitors will follow the procedures below prior to entering the fieldhouse:

- Facility access into the lobby will not be permitted more than 20 minutes prior to the beginning of an event
- Shoes that are not clean and dry will not be permitted to be worn inside the fieldhouse
 - Any wet or unclean shoe should be removed in the lobby and may not be taken into the fieldhouse unless inside of a personal, enclosed bag
- The event contact must be present and check-in with the fieldhouse staff before anyone from the group is permitted into the fieldhouse
 - A visiting team for a scrimmage may not enter until the event contact is present and checks-in
- A group is not permitted into the fieldhouse until the beginning time of their reservation, unless otherwise directed by fieldhouse staff
 - A group reservation which begins at 5:00pm receives access into the fieldhouse at 5:00pm
- A group must be completely clear of facility space at the end of their reservation time
 - A group reservation which ends at 7:30pm must be completely clear of the fieldhouse by 7:30pm
- Groups renting the fieldhouse turf or track are permitted to the contracted spaces only. Groups are not permitted in other facility spaces within the Ryder Center facility
 - This policy includes all guardians and spectators attending youth practices. The Fieldhouse concourse is open and available for them, but they may not wonder the facility nor use spaces that have not been rented to the organization they belong
 - Groups are expected to notify their spectators of SVSU policies. Failure of spectators to follow the rules is a violation of the group's facility rental contract

Proper Attire

- Appropriate attire is required by Ryder Center patrons. Appropriate attire includes but is not limited to:
 - A shirt covering the chest and torso. Shirts must always be worn
 - Shorts or pants are required and must cover upper half of thigh and leg
 - Shoes must be athletic in type and closed toed
 - Shoes must be dry and clean to be permitted into the fieldhouse
 - Molded cleats are permitted on the turf, but must be kept off the track area
 - Metal cleats are not permitted on the turf
 - Track spikes no longer than 1/8 inch are permitted for use on the track but not on the fieldhouse turf
- Changing within the fieldhouse such as one would be in violation of these requirements above is not permitted
 - Public restrooms are available for use during fieldhouse events for this purpose

Beverages & Food

- Food of any kind is not permitted into the fieldhouse. This includes gum, mints, and candy
 - Food, if needed for medical purposes may be kept in an enclosed bag inside the fieldhouse for emergency purposes

- Food is permitted in the upstairs concourse and bleacher area of the facility
- Water, in a clear, plastic, sealed container is permitted in the fieldhouse. No other liquids are permitted in the fieldhouse
 - Water mixed with a powder before or after entering the fieldhouse is not permitted
- Non-alcoholic beverages are permitted in the upstairs concourse and bleacher area of the facility

Safety Concerns

- Children under the age of 5 are highly encouraged to stay in spectator areas of the fieldhouse during events, and may not be in the facility without a parent or legal guardian
- Children under the age of 14 must be accompanied by a parent, legal guardian, or responsible person 16 years of age or older while in the facility
- Animals not considered service animals are not permitted inside the facility
- Backpacks, sports bags, draw string bags, and all other bags are encouraged to be left outside of the fieldhouse. Bags, if brought in, must be left in the cubby area of the fieldhouse
 - Coaches with bags/buckets of equipment should discuss the entry of bags into the fieldhouse with Conference Center Fieldhouse Staff
- Injuries that occur in the facility should be reported to the on-site staff
 - Staff members may have a limited First Aid kit to supply groups in case of an emergency, however, staff will not treat anyone with an injury
 - Staff members are instructed to fill out an incident report for any injury reported to them or witnessed by them
- Alcohol, tobacco, and marijuana are not permitted in the facility in any manner
 - Smoke free tobacco, vaping, e-cigarettes and all alternative forms of tobacco are prohibited
 - All forms and alternative forms of marijuana are prohibited
- All applicable local, state, and federal laws apply to use of the facility
- Staff members hold the right to remove any persons or group in violation of facility rules and are instructed to involve campus police if faced with non-compliance
- The Conference Center at SVSU is not responsible for damages to personal property, stolen property, or injury sustained on premises

Weather Delays and Closures

SVSU will experience weather delays and closures during the winter months. Please follow the guidelines below when SVSU is affected by weather:

- If there is an early closure during the day, SVSU will close at the stated time. Any event that happens in full prior to the closure will not be affected. Events that are scheduled during or after the closure time will be cancelled
- If there is a morning delay, SVSU will open at the stated time. Any event that happens in full after the University opens will not be affected. Events that are scheduled before or during the delayed opening time will be cancelled
- If there is a full day closure, SVSU will be closed and all events scheduled for the day will be cancelled

Depending on availability, it may be possible for there to be new reservations to make up for reservation days missed due to SVSU closure. However, if a new reservation is not desired a refund will be submitted on account for the lessee.

- The refund amount will be held on account by SVSU until the final event date has passed and final billing of the contract has taken place

- Lessee may choose to have any refund amount applied to the account for next year or receive a credit from the University in the form of a check
- Please note that a refund for a day of cancellation only occurs for cancellations made by SVSU in the event of inclement weather or another act of God. Cancellations made by the lessee at any point will result in the fees listed in the contract

Turf & Track Rules

Below are the policies we have for usage of the turf area of the fieldhouse

- Rental of the turf includes the area within the screen partitions which are required to be lowered during the event if only the turf is being used
- If only half of the turf is reserved, the middle partition will reflect the divide between the north and south ends of the turf field
- If batting cages are asked to be used, the fieldhouse staff will lower them for you
- Tape and field paint on the field or partitions is not permitted
- The use of partitions as nets, backstops, or targets is not permitted
- Groups renting the track are limited to the use of the track only
- Items that are being thrown must occur within the enclosed partitions for safety reasons
 - Track groups that would like to practice throwing for field events must receive written consent from an AP staff of The Conference Center at SVSU
 - This will allow track teams to use the north rounded edge of the fieldhouse turf without interference of the group on the turf
- Equipment in the fieldhouse that is not owned by the contracted group beyond the turf, partitions, and batting cages are not permitted for use by the group unless written consent has been provided by an AP staff of The Conference Center at SVSU
- Track groups requesting use of the pole vault area, hurdles, high jump mats, and long jump pits must receive written consent from an AP staff of The Conference Center at SVSU

I confirm that _____ (organization name) and all related persons to the organization in the facility for contracted events beginning November 1st, 2022 and thru March 31st, 2023 understand all SVSU Fieldhouse facility policies and will adhere to the policies both written in this document, as well as communicated through email and verbal conversation before or during the event. I understand that failure to adhere to these policies will result in fines, removal from the SVSU Fieldhouse, and possible barring of future use of the facility.

Event Contact Name: _____

Event Contact Signature: _____

Date: _____