

Kirk Gym Facilities Usage Agreement

Student Organization or University Department: _____

Contact Information (Name and Phone Number): _____

Organization Advisor: _____

Advisor Contact Information: _____

All persons requesting use of the Kirk Gym must submit a Reservation Request form: The request may be made via the web at <http://emspro.truman.edu> or by completing a hard copy reservation form located in the SUB main office. No telephone reservation requests will be accepted.

- (1) Kirk Gym will be available for reservation by chartered campus organizations, academic divisions, and university departments on a first come, first served basis.
- (2) Kirk Gym is a facility to be used by only chartered student organizations, academic divisions or university departments. **Reservations for non-university related groups or activities will not be accepted.**
- (3) Kirk Building hours are 8:00am to 11:00 pm, Sunday – Saturday. Building lock-down will occur at 11:00pm; organizations will not be permitted to begin an event after 10:00pm. Any organization whose reservation starts before but extends after 10:00pm must vacate the building by 11:00pm, unless special permission has been granted through the Office of Dean of Student Affairs. No overnight requests will be accepted.
- (4) A request must be placed a minimum of 7 business days in advance for the use of Kirk Gym
- (5) Use of Kirk Gym is restricted to a two (2) hour limit.
- (6) The maximum capacity for the Kirk Gym floor is 88 individuals
- (7) The Department of Public Safety will be notified of the confirmed event's time frame, 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. The designated representative must have the Kirk Gym confirmation available at the event for verification purposes by DPS.
- (8) The primary function of Kirk Gym is for events such as: dance practice, aerobics, calisthenics, etc. All other events should seek alternative facility needs.
- (9) **All users must comply with the following facility usage policies, failure to do so will result in a suspension of reservation privileges or depending on the severity of violation, further disciplinary action:**
 - (a) Participants will observe all policies and regulations of the University.
 - (b) Activity is restricted to Kirk Gym facility **only**. This reservation permits the user access to the gym floor area only. Under **no** circumstances should activity occur or people be in the seating area above Kirk Gym or on the stage.
 - (c) Smoking and consumption of alcoholic beverages is strictly prohibited.

- (d) Absolutely no food or beverages are allowed in Kirk Gym
- (e) Candles/open flames are strictly prohibited.
- (f) Paint, glue, tape, nails, or other chemicals that may cause damage or soil to the floor are prohibited.
- (g) Absolutely no hard soled shoes or objects (skates, carts, wheeled objects, canes, etc) which could potentially damage or mark the gym floor are allowed.
- (h) Tables, chairs, or other furnishings are not permitted for use in Kirk Gym.
- (i) Any furniture or equipment other than one (1) box fan and one (1) portable stereo are prohibited in Kirk Gym.
- (j) Each organization/department is responsible for making arrangements to dispose of litter or debris from the venue at the conclusion of the event or activity.
- (k) Absolutely no objects should be thrown in Kirk Gym (i.e. no dodgeball, baseball, basketball, frisbee, etc).
- (l) Noise should be kept at a minimum between 8:00am-5:00pm Monday-Friday.
- (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.

Users of Kirk Gym are expected to exercise the utmost care in the use of the premises. By signing this document, I am indicating that I have read and understand all policies and procedures associated with reservation of Kirk Gym. I understand failure to comply with the above policies and procedures will result in my organization/department being held responsible for any damages and/or conduct charges that may be incurred. I am accepting responsibility for the actions of my organization/department and any other attendees of the event/activity sponsored by my organization/department.

Student Signature

Date

Advisor Signature

Date

Sign and return this agreement to the Center for Student Involvement located in the SUB Suite 2000