

Scheduling

The mission of the *Amie L. Mathy Center* is to promote the physical, recreational, and educational development of students of all ages. The intent of the scheduling policy is to provide guidelines to assist in the scheduling of the shared spaces. The overall goal of the directors is to ensure the primary users have the ability to access and utilize the facility through scheduled programs and/or open recreation. The directors will work to ensure this goal is met.

Daily Activity Schedules will be posted for all facility spaces at the respective control desk areas. VU Program Director will maintain the EMS scheduler for all shared spaces which will be mutually determined by regular communication with the BGC site director.

1. Classification of Events

- a. Internal Regular Events and Activities:
 1. Boys and Girls Club and VU Rec & Leadership Dept. programming
 2. Boys and Girls Club and VU Rec & Leadership open recreation
 3. All other university programming
- b. Internal Special Events or Activities:
 1. Boys and Girls Club and VU Rec & Leadership tournaments
 2. Boys and Girls Club and VU Rec & Leadership special events and practices
 3. All university and Boys and Girls Club recurring events
(i.e. Viterbo Community Health Fair)
- c. All External Users

All scheduling will be done as a collaborative effort between VU Program Director and BGC Site Director.

2. Priority

Priority is defined as the order to which user groups may initially schedule the shared spaces. This does not mean a higher priority user can overtake a reserved time by another user group.

- a. Boys and Girls Club and VU Rec & Leadership Dept. programs and events
- b. Viterbo University student open recreation.
- c. All other Viterbo University events and user groups.

3. Requests

For regular request (e.g. programs, practices, activities) to use the shared spaces are to be made at least 10 business days prior to the event. Requests made less than ten business days prior to the event are accommodated when possible. Reservation requests will be made at mathycenter@viterbo.edu. Written confirmation is provided after a request has been approved. If confirmation is not received within five business days, contact mathycenter@viterbo.edu.

Gymnasium Special Event Requests

All Mathy Center special event requests (e.g. tournaments, leagues) from the Boys and Girls Club and Viterbo University are due by set deadlines. All special event requests will be evaluated at one time by both the VU Program Director and BGC Site Director. Request deadlines are as follows:

Academic Year (Sept. 1 – May 31): First Monday of August

Summer (June 1 – Aug. 31): First Monday of March

A schedule for the designated timeframe for a decision should be available in seven business days.

For all other special event requests, a minimum of 30 day notice must be provided. These requests will be evaluated as they are received. Written confirmation will be provided within five business days. The facility lease form must be completed for all external requests (See Appendix VII).

Changes to approved requests are to be submitted to the VU Program Director at least five business days in advance. Requests made less than five business days prior to the event will be accommodated when possible.

Custodial and supervision fees may apply.

For any external requests, concessions are not permitted to be sold or served without prior approval.

4. Reservation Guidelines for Gymnasium: September – May

No single group may impede upon gymnasium access for primary constituents during peak hours.

a. 3-Court WEEKEND-Regular Program Hours Reservation

From Friday 4pm – Sun 4pm, each user group may reserve and program the 3 courts for no more than 25 days.

b. 3-Court WEEKDAY -Regular Program Hours Reservation

TBD between Site Directors as events warrant.

c. 2-Court Regular Program Hours Usage

VU premium programs hours are defined as Sun 4-C, M-F 3-C

BGC premium program hours are defined as M-F 3-7pm

d. Dedicated Court Plus Court, Outside User Group Event Hosting

Use of the dedicated court plus additional courts by outside user groups requires the approval of both program directors unless the time specified is within the predetermined peak program hours and court allocation already assigned to the respective internal user group.

5. Reservation Guidelines for Gymnasium: June – August

No single group may reserve all three courts for use over an extended period of time.

There may be scheduling request conflicts and exceptions to the scheduling policy which will be evaluated by VU Program Director and the BGC Site Director on a case-by-case basis.

6. Cancellations

If the event is cancelled / changed, charges are assessed as follows:

- Eleven business days or more prior to event: No charge
- Three to ten business days prior to event: 50% of the fees
- Less than three business days prior to event: 100% fees

7. Early Access & Extended Hours

Requests requiring access to the building beyond standard hours of operation require notice of at least 14 business days prior to event. Additional fees may be charged for facility use beyond scheduled event.

8. Rental Fees

Rental fees may be charged to internal and external groups for use of the facility beyond the intended core functions for primary user groups: the Boys and Girls Club and Viterbo University Recreation.

Internal rates will be assessed based for activities which do not fulfill intended core functions of the facility, not serving club members or university student body, and are revenue generating programs. Examples of activities include, but are not limited to:

- Boys and Girls Club hosted events which are not a typical function of the organization
- Fundraising events
- Viterbo University Annual Employee Community Dinner
- Viterbo University Athletic team hosted/sponsored camps, clubs, leagues, and tournaments

External rates will be charged for any outside entity (or user group).

Area	Internal Hourly Rate	Internal Day Rate (6+ hours)	External Hourly Rate	External Day Rate	Floor Covering Addition (total)
Conference Room	\$15*	\$50*	\$100	\$150	-
Full Gymnasium	\$40	\$175	\$300	\$750	\$150
Two Court	\$35	\$135	\$200	\$450	\$100
One Court	\$30	\$80	\$100	\$300	\$50
Multi-Purpose Room	\$15	\$50	\$100	\$300	\$30
Track	\$15	\$50	\$100	-	-
Track w/ Gym	\$25	\$25	\$50	-	-

*Fee charged if part of a larger event. Standalone meetings will not be charged a rental fee.

Additional Charges:

**Fees will be assessed by the organizing facility partner.*

- There may be additional charge for set-up, custodial or supervision, depending on length of reservation, number of usage and reservation area
- Custodial: \$25/hour
- Staffed Set-up & Teardown: \$25/hour
- Facility Supervisor: Rates vary depending on personnel available.

**Organizing body is required to have personnel present at events for the duration, including set-up and teardown.*