Recreation Services
Reservation Policies and Procedures

Facility Reservations Procedures
To Reserve the Recreation House or Fire Pit:

1. All interested groups must email the Director of Recreation Services to request date and time. A three week notice is preferred for all reservations.
2. Director will approve or deny the request.
   a. Once the date is confirmed, an ‘Event Services Essentials’ form will be emailed to be completed.
   b. If there is a conflict, then an alternative date or location can be selected.
3. The ‘Event Services Essentials’ form must be emailed back to the Director of Recreation Services at least two weeks in advance.
4. The form will then be processed. The Director of Recreation Services will forward the form to the Scheduling Coordinator in Event Services if there is a request for catering, custodial support, technical equipment, or additional equipment (tables, chairs).
5. Event Services will email Campus Security on Thursdays and report all reservations within the week.

Facility Reservations Policies
Each group or individual requesting the space is responsible for:

1. Providing Supplies
   a. This is including (but not limited to) firewood, fire starter, matches, charcoal, eating utensils, cooking/grilling utensils, serving utensils, napkins, plates, cups
   b. All condiments on the refrigerator door are available for consumption
   c. All supplies left at the house after the reservation will become property of Recreation Services (excluding Sodexo catering service items)

2. Damaged Property
   a. Value of damaged property will be assessed and fined
   b. This includes excessively dirty carpet

3. Clean Up
   a. Remove all garbage, carry to dumpster, and reline trash cans with provided trash bags
   b. Stack lawn chairs and place next to house
   c. Extinguish fire with bucket of water
   d. Wash, dry, and replace all used dishes, roasting sticks, and utensils
   e. Leave the facility in a better condition than when you found it

4. Safety
   a. All wood and fire burning materials must be contained within the fire pit ring
   b. A bucket of water must be present when grilling or using the fire pit. The bucket will be provided.
   c. City Ordinance states that the fire can burn no taller than 24 inches from the base of the pit
   d. Prohibited Items (in addition to items prohibited on main campus)
      i. Alcohol consumption
      ii. Gasoline in/around fire pit area
   e. BVU is not liable for swimmers in the lake, or lake activities the group participates in not related to a campus event!

5. Security
   a. Contact campus security at the end of the reservation to lock the doors of the Recreation House. Their number is 712-749-2500.