

Facilities Use Policy 3.1-1
The Conference Center at SVSU
EXHIBIT A – Intercollegiate Athletics Priority Reservation Deadlines

Consideration should be given to the overall financial benefit to SVSU when reserving space for **any activity/event – Fieldhouse** -Intercollegiate Athletics will be given priority for scheduling internal intercollegiate competitions (grandfathered events) & sponsored activities/events held on Fridays, Saturdays and Sundays from October 1 through March 31. All activities/events must be reserved and approved in the online calendaring system prior to August 1 for the upcoming season. After this, reservations will be open to external parties and other sponsored events.

Arena - Intercollegiate Athletics will be given priority for scheduling internal & sponsored activities/events held between November 1 and March 15 and during the basketball non-championship season. All activities/events must be reserved and approved in the 25Live Events Scheduling System prior to July 1 for the upcoming season. After this, reservations will be open to external parties and other sponsored events.

The Fieldhouse & Arena are blocked for usage during home football games for use as a shelter if needed.

East Arena - Intercollegiate Athletics will be given priority for scheduling internal & sponsored events held on Monday through Friday afternoons between November 1 and March 15. All activities/events must be reserved and approved in the 25Live Events Scheduling System prior to September 1 for the upcoming season. After this, reservations will be open to external parties and other sponsored events.

Hamilton Gym – Practices and home games will be scheduled by January 1 for the following championship season and by September 1 for the following non-championship season (January 1– April 30). Utilization of the space prior to the dates noted above subject to approval by Intercollegiate Athletics Administration.

Football Stadium

- Football games will be scheduled by August 1 for the following season. Intercollegiate Athletics will schedule unconfirmed weeks as TBD and subsequently remove the event if finalized as an away game.
- High school football events can be reserved after August 1 for the subsequent fall season.
- Other reservations by SVSU teams must be finalized by November 1 for the subsequent fall season.

Baseball & Softball Fields – All practices, home games and athletic-related fundraising activities will be scheduled by October 1 for the following spring/summer season. After this, reservations will be open to external parties and other sponsored events.

Soccer Game Field – No external parties or other sponsored events will be allowed on the game field.

Gerstacker Regional Aquatics Center – TCC will be given priority for scheduling the following grandfathered meets (Girls & Boys Tri-Cities, SVL and ISC meets and the Pangborn Invitational) by April 15 each year. Intercollegiate Athletics will schedule practices and competitions by May 15. After this, reservations will be open to external parties and other sponsored events.

Other Information/Deadlines:

Intercollegiate Athletics summer camps and clinics held in the athletic complex must be reserved and approved in 25 Live prior to October 1 for the following summer.

Cancellation policy – a fee will be assessed for Intercollegiate Athletics-Operational Fundraising Event events canceled within 90 days of the activity/event for the Fieldhouse. The summer camp cancellation deadline is two weeks from the start of the camp.

Exhibit B – Fieldhouse Schedule for allocation of time between Campus Facilities (cleaning & projects), Club Sports, Campus Recreation & Intramural Sports, Intercollegiate Athletics and The Conference Center (TCC).