



Administrative Policy	
Policy Title:	Use of Athletic Facilities
Policy Number:	1401
Date Adopted:	2/7/2005
Version:	4.0
Review Cycle:	Biennially
Date Last Reviewed:	6/3/2020
Office Responsible:	Student Services - Athletics
Reviewing Committee:	Customer Focus
Related Policies:	N/A
Related Laws:	N/A

**Policy Summary:**

Use of Jackson College (JC) grounds and facilities is permitted with appropriate approval and under certain conditions. This policy outlines the requirements and conditions for use.

**Scope:** This policy applies to all Jackson College (“College”) Athletic Facilities and establishes responsibilities, priorities and guidelines for the use of those facilities by members of the College community and external organizations.

**Policy Statement:**

Administrative Responsibilities: The President, or his/her designee, is responsible for regulating the use of College Athletic Facilities, with the assistance of the Athletic Director.

- 1) These facilities include
  - a. Gymnasium
  - b. Weight Room
  - c. Soccer Fields
  - d. Baseball/Softball fields
  - e. Other designated areas

Priorities & Guidelines for Use by Faculty, Staff and Students: In scheduling the Fieldhouse and/or the playing fields, first consideration shall be given to College programs that directly benefit the educational and professional advancement of JC students. These include, in order of priority:

- 1) Athletic teams and events (prior to 8:00am and after 3:00pm Monday-Thursday first priority over other activities)
- 2) Course offerings of the Health and Physical Fitness Department (8:00am-3:00pm Monday- Thursday first priority over other activities)
- 3) Office of Student Life Activities
- 4) Housing Department Activities

The Athletic Director/designee shall issue a schedule each semester of available times for Open Gym. During Open Gym the Fieldhouse and related interior facilities (with the exception of the weight room) are available for faculty, staff and student recreational use. A valid student or staff I.D. is required for admission. Utilization of the Weight Room and participation in HPF/Lifetime Learning (LTL) fitness classes requires registration in an HPF/LTL Class, residency in Campus View Housing, and/or participation in JC Athletics.

Use by the General Public: Athletic facilities are not available for use by the general public.

Use by External Groups: Among external groups, priority is given to athletic organizations of other public educational institutions or youth sports organizations, especially where facilities adequate to meet their needs are not available elsewhere. Use of the JC facilities by the JPEC and by College employees for non-college activities shall be governed by the guidelines for external users.

Current athletic facility utilization patterns require the College to impose limitations on the consideration of requests by external groups to utilize College athletic facilities. The major criteria for approval of use by external groups will be:

- 1) Date
- 2) Space availability
- 3) Appropriateness of use

All requests by external groups shall be given fair and impartial evaluation. No groups should assume that prior utilization of College athletic facilities will guarantee future approval for such use.

Requests should be directed to the Athletic Department. The department will provide the required contract and schedule of fees. All external groups must sign and return appropriate contracts in advance of the date of the event. All external groups must present evidence of carrying liability insurance as specified by College policy.

**Change Log:**

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
06.20.2012	1.0	Annual Review	S. Bloomfield
06.26.2014	2.0	Annual Review	H. Bateman
06.12.2017	3.0	Annual Review	H. Bateman
6.03.2020	4.0	Annual Review	C. Ivan