

**University of Illinois
@ Urbana/Champaign
Division of Intercollegiate Athletics**

Facility Use Policy

The Division of Intercollegiate Athletics (DIA) has formalized the process to reserve and rent University facilities, managed by the DIA. As stated in the University of Illinois' Administrative Manual, University premises and facilities are available for use by individuals or organizations for the purposes relating directly to the University's regular educational or research programs and public service missions. The DIA's facility reservation and use shall be guided by prioritization of potential users as follows:

Priority 1 – UIUC Students and Classes

a. Varsity intercollegiate sport practices

b. DIA camps and clinics

c. UIUC registered student organizations

Priority 2 - Local non-profit educational organizations

Priority 3 - General Public

A. Requirements and limitations relating to use of DIA premises and facilities

1. Individuals and organizations requesting use of DIA premises and facilities must comply with all reasonable requests related to such usage made by DIA authorities having responsibility for those premises and facilities concerned.
2. DIA authorities retain the right to reassign the most appropriate premises or facilities available for a given event and to determine whether appropriate facilities are available. All prevailing contracts entered into by the University or DIA will be honored.
3. The use of all DIA premises and facilities is subject to all applicable state and federal laws and must be in accord with the policies of the Board of Trustees. ***Therefore DIA reserves the right to deny the use of any of its facilities.***
4. The Chancellor's office at the Champaign/Urbana campus has the authority to permit exceptions to these regulations and to develop additional regulations as may be appropriate.
5. The DIA may grant fee waivers for the use of premises and/or facilities, with Chancellor's approval, for both community and philanthropic events based on availability and as allowable under NCAA and Big Ten regulation.
6. DIA permission for the use of premises and facilities by an individual or organization neither implies approval nor disapproval of the purposes of the individual or organization or events sponsored by that organization or individual. All questions or requests relating to the use of DIA premises and facilities should be directed to the Assistant Director of Athletics for Facility Scheduling.

B. Procedures for requesting DIA premises or facilities

1. Organizations or individuals interested in requesting DIA premises or facilities must submit a written request at least six **(6) weeks** prior to the date of their pending event. Written requests should contain the following information:
 - a. Completed Facility Request Form (see attachment)
 - b. Contact information (name, address, phone numbers, affiliation)
 - c. Event description / mission
 - d. Date(s) of the activity or event
 - e. Start and end time of the event
 - f. Activity or event needs (tables, chairs, lights, scoreboard, sound, etc.)
 - g. Set-up requirements and clean-up needs
 - h. Proof of insurance
 - i. Any other information, which may be requested for the activity or event
2. DIA administration will review the written request and; (1) conclude if the activity or event meets University, DIA, NCAA and Big Ten rules and policies for use of space or facilities, (2) determine if the space requested is available, and (3) notify the individual or organizations by writing the decision by DIA administration.
3. Upon receiving written confirmation by the DIA, requestor shall arrange a pre-event meeting with DIA administration to review details of the proposed activity. This meeting is required to take place no later than four **(4) weeks** prior to the activity or event. The pre-event meeting is necessary to finalize necessary details of the activity including assignment of tasks, set-up, equipment needs, event staffing needs, event parking, event start and ending times, and any clean-up needs.
4. Upon conclusion of the pre-event meeting and subsequent mutual agreement to all details and costs¹ of the activity or event, including their respective responsibility, the DIA will construct a written agreement, delineating all details and responsibilities of the activity or event. This agreement must be fully executed and on file in the DIA administrative offices one (1) week prior to the event. Any insurance requirements by the DIA and/or requestor must also be on file in the DIA administration offices one (1) week prior to the activity or event.
5. After the activity or event has expired, the individual or organization shall be invoiced for all rental fees and operational cost incurred. The individual or organization shall make full payment on the invoice within thirty (30) days of receipt of invoice.

¹ There are two types of costs for hosting activities or events; (1) rental fees – which include set hourly or daily fees and (2) operational fees – which include set-up, tear-down, trash removal, security, event staff, emergency staff, scoreboard/matrix operators, sound services, administrative services, etc.

C. DIA Facility Rental Fees and Contacts

*All per day fees are based on an event starting no earlier than 7am and ending no later than 10pm in any single day.

Armory Track

Six (6) hours or less	\$300.00 per event
Six (6) hours or more	\$500.00 per event

Contact Eric Vetter (217) 333-0534 or eavetter@uiuc.edu

Atkins Tennis Facility

Indoor Courts, Lounge and Locker Room	\$300.00 per event
Court (Prime)	\$21.00 per hour/ public
Court (Prime)	\$19.00 per hour/staff/students
Court (Non Prime)	\$15.00 per hour/ public
Court (Non Prime)	\$13.00 per hour/staff/students

Contact Jim Tressler (217) 244-8562 or tressler@uiuc.edu

Bielfeldt Athletic Administration Building

Executive Conference Room	\$50.00 per hour
Hall of Fame Room	\$100.00 per hour
Professional Development Room	\$75.00 per hour
Technology Fee	\$15.00 per hour

Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

Eichelberger Softball Field

Field	\$300.00 per day
Lights	\$20.00 per hour

Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

Illinois Baseball Field

Field	\$300.00 per day
Lights	\$20.00 per hour

Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

Illinois Soccer and Track Stadium

Field	\$300.00 per day
Lights	\$20.00 per hour

Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

Irwin Indoor Practice Facility (field only) \$200.00 per hour
 Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

Memorial Stadium

Field	\$750.00 per day
Lights	\$40.00 per hour
East Great Hall	\$200.00 per day
West Great Hall	\$200.00 per day
End Zone Patio Club	\$300.00 per day
Press Box (media level)	\$200.00 per day
Stadium Club Tent*	\$500.00 per hour

*tables and chairs must be rented through Wayne Yonce at
 Champaign Tent and Awning 217-328-5749

Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

Ubben Practice Facility

Men's Court	\$100.00 per hour
Men's Court (4 or more hours)	\$400.00 per day
Women's Court	\$100.00 per hour
Women's Court (4 or more hours)	\$400.00 per day
Both Courts (4 or more hours)	\$600.00 per day

Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

West Terrace

Grass Area	\$150.00 per day
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Contact James Morton (217) 244-9755 or jtmorton@uiuc.edu

Event Personnel Fee Structure

Event Staff/Public Safety

Event Staff	\$7.00 per hr to \$12.00 per hour
Field Security	
Gate workers	
Ushers	
Parking Attendants	\$7.00 per hr to \$12.00 per hour
U of I Police	\$36.00 to \$66.00 per hour

Game Operations

Facility Staff	\$25.00 per hour/per staff (2 hour. min.)
Matrix Operator	\$12.00 per hour
P.A Announcer	\$12.00 per hour
Scoreboard Operator	\$12.00 per hour
Sound Operator	\$12.00 per hour

Medical

Ambulance	\$100.00 per hour
Mobile X-ray Clinic	\$250.00 per activity
Nurse	\$18.33 per hour
IEMS	\$100.00 per event

D. Insurance Requirements

Broad Form Comprehensive Liability Insurance

- Bodily injury
- Personal injury, including discrimination, \$100,000 combined single limit
- Property damage

Umbrella liability policy

Coverage shall be as broad as underlying policy with a limit liability of not less than \$1,000,000. Endorsements to be applicable to all policies and shall be effective for the entire course of the tournament. Coverage to include injury to participants in athletic events, staff and public spectators.

Additional Insured Endorsement

The Board of Trustees of the University of Illinois, its trustees, officers, agents, and employees must be named as additional insured.

Cancellation of policy

The insurance company shall provide written notice 30 days prior to cancellation of policy or any material change in policy provisions.

Cross Liability Endorsement

The inclusion of more than one corporation, person, organization, firm or entity as insured under this policy shall not in any way affect the rights of such corporation, person, organization, firm or entity either as respects any claim, demand, suit or judgment made, brought or recovered, by or in favor of any others insured, or by in favor of any employee as such other insured. The policy shall protect each corporation, person, organization, firm or entity in the same manner as though a separate policy had been issued to each; but nothing shall operate to increase the company's liability as set forth elsewhere in this policy beyond the amounts for which the company would have been liable if only one person or interest had been named as insured. A certified copy of the liability policies, including all endorsements, shall be submitted to University.