



CAMPUS RECREATION

755 Font Blvd ✧ San Francisco, CA 94132 Office: 415.405.9355

**Campus Recreation**  
Room Reservation and Event Planning Handbook

**Contents**

1 Campus Recreation Overview..... 2

    1.1 Introduction ..... 2

    1.2 Mashouf Wellness Center Hours of Operation ..... 2

    1.3 Facilities Available for Reservations ..... 2

    1.4 Facility Reservation Restrictions ..... 3

Section 2: Facility Booking Policies ..... 4

    2.1 Reservations and Events Policies ..... 4

    2.2 Priority Scheduling ..... 5

    2.3 Reservation Fees and Payment ..... 6

        Staffing and Set Up Rates ..... 6

        Payment ..... 7

    2.4 Equipment Available for Use ..... 7

    2.5 External Vendors..... 7

[OBJ]



## 1 Campus Recreation Overview

### 1.1 Introduction

The Mashouf Wellness Center is a state-of-the-art, 118,700 square-foot facility, supporting general well-being by providing recreation and wellness programs and activities for the San Francisco State University campus. The design intentionally reflects a multi-functionality of space to support “a little something for everyone,” providing recreation, wellness, and event space to support activities and programs appealing to our diverse student body.

Opened August 2017, the Mashouf Wellness Center (MWC) is the primary facility for Campus Recreation at San Francisco State. The facility includes a 41 feet tall climbing wall, Two Court gym for basketball or volleyball, two racquetball courts and a convertible squash court, an indoor soccer gym, a functional training area, free weight area, cardio area, personal training lounge, massage program, and a full-service natatorium with an activity pool, lap pool, spa, and sauna.

### 1.2 Mashouf Wellness Center Hours of Operation

Hours are subject to change. Please go to our website for the most up-to-date hours of operation: [campusrec.sfsu.edu/FacilityHours](http://campusrec.sfsu.edu/FacilityHours)

Any event requests outside normal hours of operation will be considered by the Facilities Coordinator. If the event is approved, extra staffing fees will apply. See fee chart on page 6.

### 1.3 Facilities Available for Reservations

#### Mashouf Wellness Center

1. Two Court Gymnasium, South
2. Two Court Gymnasium, North
3. MAC Gymnasium
4. Natatorium
5. Racquetball Courts
6. Exercise Rooms
7. Classroom
8. Climbing Wall

#### Outside Spaces

9. Cox Stadium
10. Maloney Field, Baseball Field
11. Multipurpose Recreation Field
12. Softball Field
13. Tennis Courts 1–14
14. Gymnasium Pool



Please go to [campusrec.sfsu.edu/content/facilities](https://campusrec.sfsu.edu/content/facilities) to find more information about our available facilities.

#### 1.4 Facility Reservation Restrictions

1. Individual reservations are not allowed at this time. We reserve space for student organizations, campus departments, and community groups.
2. If a scheduled reservation meeting is missed without notice, reservation may be subject to change or cancellation. Please provide two-hours advanced notice if you will not be able to attend a meeting.
3. Insurance is required for all groups reserving space with the Campus Recreation Department. For any insurance related questions, please contact the Risk Programs Coordinator, Jacqueline Najera ([jacquelinenajera@sfsu.edu](mailto:jacquelinenajera@sfsu.edu)).
4. The Natatorium can only be reserved during hours of non-operation. Any form of check in table for Natatorium events must be on the pool deck. Event attendees for Natatorium events are not allowed to enter and exit the Natatorium without being completely dried off.
5. The Climbing Wall can only be reserved if participants agree to go through a Pre-Climbing Orientation.
6. The MAC Gym and the Two Court Gym require tarps to be laid down for reservations that include tables and chairs. Tarps are laid out by MWC Staff. Extra staffing fees apply.
7. The Multipurpose Recreation Field is not allowed to have structures set up on it. This includes the following: tables, chairs, tents, etc. Food and drink are not allowed on the turf. Reservations may not be made any earlier than 10am or after 10pm Monday through Friday.
8. Reservations are not accepted three weeks prior to the end of a semester. Student organization reservations are not accepted the first three weeks of the Fall semester or over summer.
9. Reservation availability is limited over Fall, Winter, Spring, and Summer Breaks.



## Section 2: Facility Booking Policies

### 2.1 Reservations and Events Policies

The Mashouf Wellness Center (MWC) is governed by California law, the San Francisco State University (SF State) [Student Conduct Code](#) and all other University safety, security and facility standards and policies. Individuals who engage in illegal, unacceptable, or irresponsible behavior may have their access modified or revoked indefinitely. In addition to the previously mentioned standards, the following are policies that apply to the MWC and its associated programs and services. The Campus Recreation Department Director or their designee(s) can make exceptions to these guidelines.

1. The priority usage for the MWC shall be to support recreation and wellness services to all members.
2. It is the policy of Campus Recreation Reservations & Scheduling to serve the students of SF State, first and foremost. Priority will be given to student sponsored programs and activities.
3. During the hours when the facilities are not in use by student programs, they may be made available to others from the campus community, including faculty and staff, and the community outside of SF State.
4. **Reservations must be made a minimum of two weeks in advance.** For reservations and events that involve using a space without modification, requests must be submitted a **minimum of two-weeks prior** (e.g., using the MWC Classroom for a meeting). For larger reservations and events that require modified set-up and/or do not use the space as it was intended, requests must be submitted a **minimum of four-weeks prior** (e.g., using a gym in the MWC for a tradeshow). The required lead time for events is up to the discretion of the Facilities Coordinator. The date of the reservation must fall within the current semester. Certain exceptions may be allowed.
  - a. **The required lead time for events is up to the discretion of the Campus Recreation Facilities Coordinator.**
  - b. **Campus Departments and Community Groups cannot make reservations until first day of the semester (excluding Kinesiology, Athletics, and historical events)**
5. **The date of the reservation must fall within the current semester.**
6. Priority for scheduling space in the MWC, including the Multipurpose Recreation Field will be given in this order:
  - a. SF State Campus Recreation Department
  - b. SF State Associated Students
  - c. SF State University Departments and Special Programs (e.g., Welcome Days)
  - d. SF State Student Organizations
  - e. All Other Groups (Community)
7. Priority for scheduling space in outside spaces (excluding the Multipurpose Recreation Field) will be given in this order:
  - a. SF State Kinesiology Department
  - b. SF State Athletic Department
  - c. SF State Campus Recreation
  - d. SF State University Departments and Special Programs (e.g., Welcome Days)
  - e. SF State Student Organizations



- f. All Other Groups (Community)
- 8. Events which are offered to SF State students and are promoting recreation, wellness, and sustainability will be given priority.
- 9. All activities must be compatible with the designated purpose/design of the facility.
- 10. Amplified sound is not allowed, unless a sound permit has been obtained and approved by the Campus Recreation Department staff.
- 11. Open flames are not allowed in the Mashouf Wellness Center.**
- 12. Unapproved chalking or posting of any advertisements is prohibited.
- 13. Posting and removal of items will be done by the Campus Recreation Department staff.
- 14. Unauthorized or profit-making ventures, meetings, teaching, coaching, personal training, or instruction is also prohibited.
- 15. Profit-making ventures, meetings, teaching, coaching, personal training, or instruction is prohibited, unless authorized by MWC Reservations & Scheduling.
- 16. All Campus Recreation facilities and equipment must be left/returned in the condition it was found/received.
- 17. Groups will be held financially responsible for extra cleaning, maintenance, or repairs resulting from their event or activity.
- 18. Events with large set-ups must plan for additional setup time as well as breakdown that is needed. Set-up and breakdown time will be considered as part of the hourly reservation.
- 19. Cancellations must be made within 48 hours to avoid potential cancellation fees.
- 20. Request for reservations by non-campus entities (community groups) must be made through SF State University Park Management.
- 21. Vehicles are not permitted on the fields.
- 22. Bicycles must be parked in bike racks. Skating and skate boarding are not allowed around the MWC facility or walkways.
- 23. The MWC reserves the right to reject any request.
- 24. Groups that utilize the MWC are required to follow all standard and prescribed safety rules for the particular activity they are participating in.

## 2.2 Priority Scheduling

The Mashouf Wellness Center's priority scheduling is as follows:

- 1. SF State Campus Recreation Department
  - a. Studio space
    - i. Group X
    - ii. Sport Clubs
    - iii. Other Campus Recreation Department Programs
  - b. Gym Space
    - i. Sport Clubs
    - ii. Other Campus Recreation Department Programs
  - c. Other Campus Recreation Department locations
- 2. SF State Associated Students
- 3. SF State University Departments and Special Programs (e.g. Welcome Days)
- 4. SF State Student Organizations



5. All Other Groups (Community)

The outdoor fields and gymnasium priority scheduling is as follows:

1. SF State Kinesiology Department
2. SF State Athletic Department
3. SF State Campus Recreation
4. SF State University Departments and Special Programs (e.g., Welcome Days)
5. SF State Student Organizations
6. All Other Groups (Community)

### 2.3 Reservation Fees and Payment

Below are the reservation fees separated by Student Organizations, Community Groups, and Campus Departments.

CAMPUS RECREATION DEPARTMENT: MASHOUF WELLNESS CENTER, TURF FIELDS, & COURTS	Student Organization Rates	External Organization Rates	Campus Department Rates
MWC 110 - 2-Court Gymnasium FULL COURT	\$0/hr	\$270/hr	\$135/hr
MWC 110 - 2-Court Gymnasium North or South	\$0/hr	\$122/hr	\$61/hr
MWC 101 - MAC Gymnasium	\$0/hr	\$270/hr	\$135/hr
MWC 121 - Natorium	\$0/hr	\$432/hr	\$216/hr
MWC 121 - Natorium Lap Pool	\$0/hr	\$216/hr	\$108/hr
MWC 121 - Natorium Activity Pool	\$0/hr	\$216/hr	\$108/hr
MWC 114 - Climbing Wall	\$0/hr	\$216/hr	\$108/hr
MWC 201A - Racquetball Court 1 - Squash	\$0/hr	\$81/hr	\$41/hr
MWC 201B - Racquetball Court 2	\$0/hr	\$81/hr	\$41/hr
MWC 122 - Exercise Room 1	\$0/hr	\$86/hr	\$43/hr
MWC 207 - Exercise Room 2	\$0/hr	\$86/hr	\$43/hr
MWC 206 - Exercise Room 3 - Matted Floor	\$0/hr	\$108/hr	\$54/hr
MWC 105 - Classroom	\$0/hr	\$86/hr	\$43/hr
MWC 104P - Conference Room 1	\$0/hr	\$30/hr	n/a
MWC 104Q - Conference Room 2	\$0/hr	\$30/hr	n/a
MWC MRF 1 - Multi-Purpose Recreation Field	\$0/hr	\$162/hr	\$81/hr
TC - Tennis Courts	\$0/hr	\$13/hr	\$13/hr
WCG 1 & 2 - West Campus Green (North Field, South Field & Picnic Area)	\$0/hr	\$162/hr	n/a
WCG 3 or WCG 4 - West Campus Green (North or South Field Only)	\$0/hr	\$119/hr	n/a
<b>CAMPUS RECREATION STAFFING CHARGES (hourly rate)</b>		<b>Rate for 0-8 Hours</b>	<b>Rate fir +8 Hours or Overtime</b>
Add'l Campus Rec Staffing; Regular hrs	\$22/hr	\$22/hr	\$22/hr
Add'l Campus Rec Staffing; extended hrs.	\$27/hr	\$27/hr	\$27/hr
Campus Recreation Supervisor (per hour/per supervisor)	\$22/hr	\$22/hr	\$27/hr
Lifeguard for Swimming Pool (per hour/per lifeguard)	\$38/hr	\$38/hr	n/a

\*An approximate staffing fee for tarping the MWC gym floors is \$240

#### Staffing and Set Up Rates

Staffing and set up fees vary. Please email [recrequest@sfsu.edu](mailto:recrequest@sfsu.edu) to inquire about pricing.



CAMPUS RECREATION

755 Font Blvd ✧ San Francisco, CA 94132 Office: 415.405.9355

---

## Payment

Payments are to be made no later than one week after the event.

### *Student Organizations*

A check must be made out to “San Francisco State University - Campus Recreation” exactly as written. Invoices and estimates can be requested via email at [recrequest@sfsu.edu](mailto:recrequest@sfsu.edu)

### *Campus Departments*

A payment request will be sent via DocuSign. Please follow the instructions on the form.

## 2.4 Equipment Available for Use

The Mashouf Wellness Center has equipment available to use for events and reservations. Groups will be held financially responsible for extra cleaning, maintenance, or repairs resulting from their event or activity. Extra fees may apply.

1. 4 Microphones (2 Wireless Headset Microphones)
2. Fast Fold—NXT Projector Screen
3. Projector
4. 1 Podium
5. 170–200 Chairs
6. 23 Six Foot Tables
7. 5 Electrical Outlet Covers
8. 10< Pool Noodles
9. 10< Pool Inner Tubes

## 2.5 External Vendors

When external vendors are involved with Reservations and Events, extra time is needed to ensure proper university processes are followed. The department or student organization reserving the space is responsible for all correspondence and guidance with external vendors on site. Additionally, external vendors must be listed when securing Special Event Insurance with Enterprise Risk Management.



CAMPUS RECREATION

---

755 Font Blvd ✧ San Francisco, CA 94132 Office: 415.405.9355

### Section 3: Making Reservations

For reservations and events that involve using a space without modification, requests must be submitted a **minimum of two-weeks prior** (e.g., using the MWC Classroom for a meeting). For larger reservations and events that require modified set-up and/or do not use the space as it was intended, requests must be submitted a **minimum of four-weeks prior** (e.g., using a gym in the MWC for a tradeshow). The required lead time for events is up to the discretion of the Facilities Coordinator. The date of the reservation must fall within the current semester. Certain exceptions may be allowed.

For most up-to-date information about our reservation process please go to our website:  
[campusrec.sfsu.edu/Reservations](http://campusrec.sfsu.edu/Reservations)