



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

Campus Recreation
Room Reservation and Event Planning Handbook

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Section 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 SF State 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 in August 2017, the Mashouf Wellness Center (MWC) is the primary facility for Campus Recreation at SFSU. The facility includes a 41ft high 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, a full service natatorium with an activity pool, lap pool, spa and sauna.



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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:

<http://campusrec.sfsu.edu/>

FALL and SPRING Semesters:

Mon-Fri: 6am-midnight

Saturday: 10am-9pm

Sunday: 10am-midnight

WINTER and SUMMER Sessions

Mon-Fri: 6:30am-9pm

Sat-Sun: 10am-6pm

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 7.

1.3 Facilities Available for Reservations

Mashouf Wellness Center Spaces Available for Reservation

- Two Court Gymnasium - South
- Two Court Gymnasium - North
- MAC Gymnasium
- Natatorium
- Racquetball Courts
- Exercise Rooms
- Classroom
- Climbing Wall

Outside Spaces Available for Reservations

- Cox Stadium
- Maloney Field – Baseball Field
- Multipurpose Recreation Field
- Softball Field
- West Campus Green Field
- Tennis Courts 1-14
- Courtyard
- Pool

*Please go to <http://campusrec.sfsu.edu/content/facilities> to find more information about our available facilities.

1.4 Facility Reservation Restrictions

Campus Recreation has specific restrictions when booking spaces.

1. 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.
2. The Climbing Wall can only be reserved if participants agree to go through a Pre-Climbing Orientation.
3. 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 may apply.
4. The West Campus Green and the Multipurpose Recreation Field are NOT allowed to have structures set up on these fields. This includes: tables, chairs, tents, etc. Food and drink are not allowed on the turf. Reservations may not be made any earlier than 10am Monday through Friday.
5. Timing of Reservations: 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 semester or over summer.
6. Limited Reservation Availability: Reservation availability is limited over Fall Break, Winter Break, Spring Break, and Summer.

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 (SFSU) [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.

- a) The priority usage for the MWC shall be to support recreation and wellness services to all members.
- b) 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.
- c) 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.
- d) **Reservations must be made a minimum of two weeks in advance. If the reservation involves using a space as it was intended (i.e. using a gym for a basketball game) we require a minimum of a two-week notice. For larger events that do NOT use the space as it was intended (I.e. using the MAC gym for a tradeshow, showcase, etc.), we require a minimum of a four-week notice.**
 - a. **The required lead time for events is up to the discretion of the Campus Recreation Facilities Coordinator.**
 - b. **Student Organizations may not request reservations until three weeks into the semester. This date is set by the office of Student Activities and Events.**
 - c. **Campus Departments and Community Groups cannot make reservations until first day of the semester (excluding Kinesiology, Athletics, and historical events)**
- e) **The date of the reservation must fall within the semester you are currently in.**
- f) Priority for scheduling space in the MWC, including West Campus Green and 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)
- g) Priority for scheduling space in outside spaces (excluding West Campus Green and 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)
- h) Events which are offered to SF State students and are promoting recreation, wellness, and sustainability will be given priority.
- i) All activities must be compatible with the designated purpose/design of the facility.
- j) Amplified sound is not allowed, unless a sound permit has been obtained and approved by the Campus Recreation Department staff.
- k) Open flames are not allowed in the Mashouf Wellness Center.**
- l) Unapproved chalking or posting of any advertisements is prohibited.
- m) Posting and removal of items will be done by the Campus Recreation Department staff.
- n) Unauthorized or profit-making ventures, meetings, teaching, coaching, personal training or instruction is also prohibited.
- o) Profit-making ventures, meetings, teaching, coaching, personal training or instruction is prohibited, unless authorized by MWC Reservations & Scheduling.
- p) All Campus Recreation facilities and equipment must be left/returned in the condition it was found/received.
- q) Groups will be held financially responsible for extra cleaning, maintenance or repairs resulting from their event or activity.
- r) 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.
- s) Cancellations must be made within 48 hours to avoid potential cancellation fees.
- t) Request for reservations by non-campus entities (community groups) must be made through SF State University Park Management.
- u) Vehicles are not permitted on the fields.
- v) Bicycles must be parked in bike racks. Skating and skate boarding are not allowed around the MWC facility or walkways.
- w) The MWC reserves the right to reject any request.
- x) Groups that utilize the MWC are required to follow all standard and prescribed safety rules for the particular activity they are participating in.



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2.2 Priority Scheduling

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

- 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)

The outdoor fields and gymnasium priority scheduling is as follows:

- 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)

2.3 Reservation Fees and Payment

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

| The Mashouf Wellness Center at San Francisco State University | | | | |
|--|------------------------|--------------|--------------|-------------|
| <u>RESERVATION RATES</u> | | | | |
| Effective October 30th, 2017 | | | | |
| Program Area | Type of Fee | Student orgs | Campus Depts | Community |
| Reservations | | | | |
| 2 Court Gymnasium - full 110 | rental fees (per hour) | 0 | \$125/hr | \$250/hr |
| 2 Court Gymnasium - North | rental fees (per hour) | 0 | \$56.25/hr | \$112.50/hr |
| 2 Court Gymnasium - South | rental fees (per hour) | 0 | \$56.25/hr | \$112.50/hr |
| MAC Gymnasium - 101 | rental fees (per hour) | 0 | \$125/hr | \$250/hr |
| Natorium - 121 | rental fees (per hour) | 0 | \$200/hr | \$400/hr |
| Natorium - 121 - Lap pool | rental fees (per hour) | 0 | \$100/hr | \$200/hr |
| Natorium - 121 - Activity Pool | rental fees (per hour) | 0 | \$100/hr | \$200/hr |
| Climbing Wall - 114 | rental fees (per hour) | 0 | \$100/hr | \$200/hr |
| Racquetball Court 1 (Squash) - 201A | rental fees (per hour) | 0 | \$37.50/hr | \$75/hr |
| Racquetball Court 2 - 201B | rental fees (per hour) | 0 | \$37.50/hr | \$75/hr |
| Exercise Room 1 - (Cycling Studio) 122 | rental fees (per hour) | 0 | \$40/hr | \$80/hr |
| Exercise Room 2 - 207 | rental fees (per hour) | 0 | \$40/hr | \$80/hr |
| Exercise Room 3 (Matted Floor) - 206 | rental fees (per hour) | 0 | \$50/hr | \$100/hr |
| Classroom - 105 | rental fees (per hour) | 0 | \$40/hr | \$80/hr |
| Multi-Purpose Recreation Field | rental fees (per hour) | 0 | \$75/hr | \$150/hr |
| extra staffing reg hrs | per hour | \$20/hr | \$20/hr | \$20/hr |
| extra staffing extended hrs | per hour | \$25/hr | \$25/hr | \$25/hr |
| extra lifeguard staffing | per hour | \$35/hr | \$35/hr | \$35/hr |

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



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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 here. Invoices and estimates can be requested via email at mwcevent@mail.sfsu.edu

Campus Departments

A Transfer Payment Request will be emailed to you along with an invoice. Please follow the instructions on the form.

2.4 Equipment Available for Use

The Mashouf Wellness Center has equipment available for checkout. Groups will be held financially responsible for extra cleaning, maintenance or repairs resulting from their event or activity.

- 4 - Microphones (2 Wireless Headset Microphones)
- 1- Podium
- 170 - Chairs
- 23 - Six Foot Tables
- 5 - Electrical Outlet Covers
- Pool Noodles
- Pool Inner tubes

2.5 External Vendors

When external vendors are involved with reservations and events, extra time is needed to ensure all proper university processes are followed. The department or student organization reserving the space is responsible for all correspondence with external vendors as well as guidance for external vendors on site. Additionally, external vendors must be listed when securing special event insurance with enterprise risk management.

Section 3: Making Reservations

The date of the reservation must fall within the semester you are currently in (although there are certain exceptions). If the reservation involves using a space as it was intended (i.e. using a gym for a basketball game) we require a *minimum* of a two-week notice. For larger events that do NOT use the space as it was intended (i.e. using the MAC gym for a tradeshow, showcase, etc.), we require a *minimum* of a four-week notice. The required lead time is up to the discretion of the Campus Recreation Facility Coordinator.

3.1 Student Organizations

PLEASE NOTE These steps MUST be completed by a **Student Organization Officer that has been through **Student Leader Orientation**.*

1. Confirm that we have the space available for the day and time of your event. Follow this link <http://campusrec.sfsu.edu/howtoreserve> and click on 'Browse for Space'.
2. The Student Organization Officer that is planning the event will need to [Create a New Account](#) or log into your current account to request space. Please note that the Student Organization Officer requesting the account MUST have completed Student Leader Orientation through the office of Student Activities and Events.
3. Fill out the [Reservation Request Form](#) online.
4. You will receive an email from our Reservations Student Managers to schedule a meeting about the event with Monolito Twyman, Student Organization Advisor.

3.2 University Departments

1. Confirm that we have the space available for the day and time of your event. Follow this link <http://campusrec.sfsu.edu/howtoreserve> and click on 'Browse for Space'.
2. If we have the space available, submit the [Reservation Request Form](#) online.
3. Fill out Enterprise Risk Management's event form: <http://erm.sfsu.edu/form/special-event-questionnaire-0>
4. Reservations Student Managers will determine if pre-event meetings are to be scheduled.

3.3 External Community Groups

Please email Elsa Cisneros Huerta, Event Services Coordinator, at elsa13@sfsu.edu to request space.