

SPARTAN COMPLEX SCHEDULING PROCEDURES AND RULES

Each club must provide the following information before their reservation can be confirmed:

1. Certificate of insurance evidencing general liability coverage for non- student members with limits not less than \$1,000,000.00. (See SPX Insurance Requirements)
2. A completed and signed Information form by the advisor for the club or group.

Any damages Incurred or custodial clean up needed will be billed to the scheduled organization, and their privilege of scheduling the facility may be suspended.

Each organization must have a faculty or staff advisor present at EVERY event. The advisor must be a San Jose State University employee, faculty or staff.

Failure to cancel an event or a single date within a series of dates without two weeks notice may be reason to cancel that organization's facility reservation.

Locker rooms are unavailable for use. Violation of this rule will suspend all scheduling privileges immediately.

Any group using the pool must hire a Red Cross certified lifeguard to be present on the pool deck at all times. Xeroxed copies of current CPR, First Aid and American Red Cross certifications must accompany reservation form.

A university police officer will open facility doors for the designated faculty or staff advisor only. To gain entry to reserved room the advisor must have facility reservation form in their possession and show university ID card to officer.

This list of patron guidelines must be followed or scheduling privileges may be suspended/revoked:

1. Absolutely no alcohol or drug usage allowed In Spartan Complex.
2. Food, drink, cigarettes, chewing tobacco, gum or similar substances are not allowed Inside gym or building. Including hallways.

Gymnasium

1. Street shoes and black-soled rubber shoes are not allowed.
2. Hanging on rims of basketball hoops or other nets is not allowed.
3. Signs or banners on walls with tape are not allowed.
4. Chairs and tape may not be placed on gym floor.
5. Leaning against the partition is not permitted.
6. Raising or lowering of basketball backboards or door partition (except by gym supervisor) is not allowed.
7. Appropriate workout attire (shorts, tennis shoes, T-shirt) is required.
8. Roller-skates, in-line skates, skateboards and bicycles are not permitted.

Pool

1. Patrons may enter the pool only when a lifeguard is on duty.
2. Running on the pool deck or horseplay in the pool area is not permitted.
3. Roller-skates. In-line skates, skateboards and bicycles are not permitted on the pool deck.
4. Diving into areas less than five (5) feet deep or from the pool ladders is not permitted.
5. Glass objects are not allowed in the pool area.
6. Children under four (4) feet or forty-eight (48) inches in height must be accompanied by an adult at all times while using facility.
7. Only appropriate swimwear may be worn in the pool. No street clothes but T-shirts are acceptable.
8. Maximum capacity is 35 people.

I have read, understand and agree to follow the Spartan Complex Scheduling Procedures and Rules outlined on this form.

Signature of Person completing reservation form

Print Name

Date

Advisor Information Form

Club Name: _____

Advisor's Name: _____

Employee Status: (circle one) Faculty Staff

Office Phone: _____

Department: _____

As advisor of the above-mentioned club, have read the attached Scheduling Procedures and Rules and agree to supervise this club's activities in accordance with the Spartan Complex rules. I also agree to remain with the group the entire time that this club is utilizing any facility in Spartan Complex.

Advisor's Signature _____

Date _____