

Area	Registered Student Organization	MUW Department	Community Group	Summer programs sponsored by MUW
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Stark Recreation Center

Stark Atrium	no charge	no charge	\$50/hour	\$25/hour
- pool tables, tv X-box, DVD player			- includes free pool	- includes free pool
Racquetball Courts	no charge	no charge	\$10/hour	\$5/hour
Conference Room	no charge	no charge	\$30/hour	\$20/hour
Swimming Pool	\$10/hr/guard outside operational hours 2 guard min.	\$10/hr/guard outside operational hours 2 guard min.	\$100 / hr (2 hour min) >50 people add \$10/hr/guard \$10/hr/guard after hours	\$2/camper >50 people add \$10/hr/guard \$10/hr/guard after hours
Stark Backyard/Patio	no charge personnel costs outside operational hours	no charge personnel costs outside operational hours	\$75/hour (2 hour min) personnel costs outside operational hours	\$30 / hour
Pool & Backyard	no charge	no charge	\$150 / hour (2 hour min)	\$50 / hour or \$3 / camper
Aerobic Studio	no charge	no charge	\$50 / hour	\$30 / hour
- Studio 1	no charge	no charge	\$30 / hour	\$15 / hour
- Studio 2	no charge	no charge	\$30 / hour	\$15 / hour includes sound system
Stark Gym (1 court)	no charge	no charge	\$75/hour (2 hour min)	\$30 / hour
Entire SRC After Hours Only	Personnel Costs	Personnel Costs	\$250 / hour plus personnel costs	\$ 50 / hour plus personnel costs

Pohl Building

Pohl Gym (entire gym)	no charge	no charge	\$100 / hour	\$ 50 / hour
- Court 1 only	no charge	no charge	\$75 / hour	\$ 30 / hour
- Court 2 only	no charge	no charge	\$75 / hour	\$30 / hour
Classroom #1	no charge	no charge	\$30 / hour	\$10 / hour
Classroom #2	no charge	no charge	\$30 / hour	\$10 / hour
Classroom #3	no charge	no charge	\$30 / hour	\$10 / hour
Small Classroom	no charge	no charge	\$20 / hour	\$ 5 / hour

Entire Facility	Personnel Costs	Personnel Costs	TBD	TBD
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Tennis Courts	no charge	no charge	\$15/ hour/ court	TBD
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Discounts: If a group makes multiple reservations or requests multiple rooms at one time, a discount of 20% may apply. Student Organizations & MUW Departments will only be charged for personnel or additional set-up costs based on details of event.

Additional costs: Campus Recreation determines if additional charges will be assessed.

Fundraising/Gate fee: If event is a fundraiser or a gate fee is charged, Campus Recreation receives 10% of gate. \$75 - Mandatory for any event in the Pohl Gym - Sole decision maker is

Floor Covering	Campus Rec.
Portable Sound System	\$25
Staging	\$50
LCD Projector & screen	\$20
TV & VCR/DVD combo	\$10
Portable Scoreboards	\$10 each
Outdoor Volleyball	\$10
Custodial Staff	\$15/hour/person
Facility Staff	\$10/hour/person
Security	\$25/hour/person

Campus Recreation will determine the number of custodial & facility staff required.

MUW Campus Police will determine the number of officers required.

Pohl/Stark Complex Facility Reservation Policies

Mississippi University for Women facilities shall be used for educational, cultural, or charitable purposes determined to be in the best interest of the University. The facilities shall not be used to further the interest of a political party or candidate, for commercial enterprises, or to advance or inhibit religious, denominational or sectarian purposes.

Campus Recreation and Health & Kinesiology Department will oversee facility requests and reservations for the Pohl/Stark Complex. Health & Kinesiology will schedule all classrooms and labs, while Campus Recreation will schedule the activity spaces.

MUW facilities will be made available to MUW faculty, staff, and student organization prior to non-MUW organizations. All Pohl/Stark Recreation Complex facility requests must be forwarded to the Office of Campus Recreation in writing no later than two weeks prior to the scheduled event. All applications for facility use will be considered in order of receipt. Scheduled academic activities and Campus Recreation programs/events will have priority.

Approval of all requests is based on space accommodations, purpose of the function, and availability of space. Some activity areas have restrictions on the type of function to be held.

Non-MUW organizations must provide an Insurance Binder (\$1million minimum) from their insurance carrier naming MUW as additionally insured. A copy of the binder must be filed with the Office of Campus Recreation no later than 72 hours before event date.

A written agreement between the University and non-MUM organizations will be prepared stating the use of the facility and fees to be assessed. A deposit of 25% is required 2 weeks prior to the event with final payment due within 5 days after the event.

MUW organizations and departments will not be charged for use of the facilities during normal operational hours however, charges will be assessed for requests outside of operational hours and for event requiring advanced set-ups.

Food and drinks are allowed to be served in certain areas. Groups wishing to serve food must provide details to Campus Recreation as there may be additional charges incurred. MUW/Sodexo Food Services must have "right of first refusal" on all catered events.

The use of the university name or logo by non-MUW groups is prohibited without written approval of the Vice President of University Advancement. Solicitations by any non-MUW group for subscriptions or services on University property are prohibited without written permission from the Vice President of Student Services.

Qualified University personnel must supervise all utilization of electrical and mechanical systems and groups will be charged for these services. Persons are expected to return the facility and its furnishings to the condition as found. A fine may be assessed for negligence or damages.

All University regulations apply during scheduled events. The sponsoring organization or individual is responsible for the conduct of all the participants. If the regulations relating to the use of the facility are not observed, the University may withdraw the privilege of further use. MUW staff (including student staff) reserves the right to remove participants from activity or facility for not following policies or procedures. The University assumes no responsibility for personal injury, loss, or damage to personal property.

Pohl/Stark Complex Facility Reservation Process

Campus Recreation and Health & Kinesiology Department will oversee facility requests and reservations for the Pohl/Stark Complex. Health & Kinesiology will schedule all classrooms and labs, while Campus Recreation will schedule the activity spaces.

Fill out the Pohl/Stark Recreation Center facility request form. A form can be picked up in the Campus Recreation Office (Stark 102) or download from our website at www.muw.edu/recreation/facilities.

All facility requests should be made at least 2 weeks in advance. Provide complete details for event on the form. For larger events, the request should be made at least 30 days prior to the event. If classroom space is requested, Campus Recreation will forward request to Health & Kinesiology.

The facility request will be reviewed by Campus Recreation and/or Health & Kinesiology and approved or denied based on facility space requested, space accommodations, and purpose of the function. Some activity areas have restrictions on the type of function to be held. Once the request has been approved or denied, an official notification/confirmation will be sent via email or mail. **DO NOT ADVERTISE EVENT UNTIL FINAL CONFIRMATION IS RECEIVED!**

An additional meeting with Campus Recreation may be required prior to receiving final confirmation.

Non-MUW groups wishing to request facility space must provide an Insurance Binder (\$1million minimum) from their insurance carrier naming MUW as additionally insured. A copy of the binder must be filed with the Office of Campus Recreation no later than 72 hours before event date. A deposit of 25% is required 2 weeks prior to the event with final payment due within 5 days after the event.

Experienced facility staff will assist groups plan their event by discussing room layout, completing necessary work orders, determining staffing needs, understanding parking options, and complying with university policies and procedures.

Campus Recreation will coordinate with groups on the following services: security, additional table and chair requirements, staging, staffing, and limited food services.

Once reservations are confirmed and details are finalized, Resources Management will be notified of reservation by Campus Recreation.

Facility Information

Facilities

Strength & Conditioning Room

The 5,300 square foot Strength & Conditioning Room offers Life Fitness, Precor, and Cybex cardio equipment, including treadmills, ellipticals, steppers, rowers, and upper body ergometers. Our strength equipment features the Life Fitness Signature Series selectorized machines and Hammer Strength free weights.

Pohl Gymnasium

Pohl Gymnasium has 2 collegiate size basketball courts that can also be adapted for volleyball and badminton. A divider curtain can be used to divide the 2 courts. The gym also features bleachers that can seat up to approximately 570. We also have floor covering to cover the wooden floor for special events, such as dances or banquets.

Stark Gymnasium

Stark Gymnasium is a wooden high school regulation size basketball court where volleyball and badminton can also be played. The baskets can be lowered to 8 feet to accommodate youth.

Racquetball Courts

There are 2 courts for racquetball. Both courts can also be adapted for wallyball. Racquetball and wallyball reservations can be made online, by phone, or in person. Courts that have not been reserved are on a first-come, first-serve basis.

Aerobic Studios

The Aerobic Studio can be used as one large studio (3,200 sq. ft.) or divided into two smaller studios. This space is used for group fitness classes, such as Pilates, cardio kick, step aerobics, yoga, and much more.

Atrium

The Atrium is a versatile space offering wireless internet to surf the web, a 65 inch flat screen TV to catch the latest news, billiard tables for the pool sharks, or a spot to relax between workouts. It can also be used to accommodate small receptions.

Natatorium

Our 157,560 gallon pool is a 25 yard, 6-lane lap and recreational pool. It begins at a depth of 4 feet and slopes to a depth of 11.5 feet. The water temperature is set to 84° Fahrenheit to meet both our lap and recreational swimmers needs. The pool also features a handicap lift and water basketball goal.

The Backyard

Adjacent to our natatorium is a covered patio and a grassy area we like to call the "Backyard." There is also access from the Atrium to this 8,000 sq. ft. of outdoor space. This area is great for lying in the sun or gathering with friends. It is also an ideal spot to reserve for birthday parties, registered student organization activities, or barbecues.

Meeting Rooms

There are two meeting rooms in the Stark Recreation Center. The meeting room on the first floor can seat 35-40 people. The meeting room on the second floor is furnished with a large conference table that seats 10 people.