POLICY:
Permission to use any Student Development Complex (SDC) facility must be obtained from the Associate Athletic Director-Facilities & Operations, or other authorized personnel.

The open reservation period for each new academic year begins the 13th week of the prior spring semester. Anytime after this 13th week, registered student groups and community organizations are able to reserve space in the SDC for the following academic year. These reservations are processed on a first come first served basis with priority given to Varsity Teams, Kinesiology (PE/IM) classes and activities, community programs and student organizations.

Student Organizations:
- Student organizations must be registered with Student Activities to reserve facilities in the SDC. During fall and spring semester, but not during breaks, registered student groups will be allowed to use the facility up to two hours before/after building closing time without incurring any charges.
- Due to the large demand for space, reservations may be limited to one 2-hour slot per week per organization. Registered student groups will not be charged any fees for use of the facility with the exception of charges for ice rental and lifeguards for private, non-regular pool use.
- Any student group charging a fee for admission or attendance may be charged a rental fee and/or set-up fee in accordance with the established rental rates. The final fee shall be determined at the discretion of SDC management.
- All non-student members of a student organization must have an annual SDC membership or purchase a discounted daily pass from the ticket office each time they use the facilities. These members will only have access to the area the activity is taking place. Locker room facilities may not be available to members purchasing the discounted daily pass. A discounted daily pass will only be available for the scheduled club activity time. A full priced daily pass will have to be purchased at other times.
- Any student organization is not complying with the rules and regulations of the University and/or Athletics & Recreation, will be charged the standard hourly rate, and/or reservation privileges revoked.

All Facility Users:
As an individual or group utilizing SDC facilities, you agree as a User to assume full responsibility for and agree to protect Michigan Tech University property, maintain order, and comply with the rules and regulations of the University and the SDC. Failure on the part of the User and/or guests to follow such rules and regulations or the mistreatment of the facilities shall result in the immediate termination of use of the facilities.

PROCEDURE:
Persons/groups desiring to reserve any SDC facility should do the following:

1. Check on the availability of the desired facility at the SDC room 142, call 487-2578, or check online at http://www.michigantechrecreation.com/operations/schedule/index/

2. Complete the Facility Reservation Form at http://webforms.aux.mtu.edu/webforms/sdc/facilityform.cfm/or complete a printed form at SDC room 142. Non-student group reservations also require a list of all individuals one day prior to the event. Adult supervision is required for children under age 12 and Fitness Center participants must be at least 16 years old. With prior approval, non-participating chaperons may receive a free day pass at the SDC ticket office.

3. Rental and participant fees should be paid at the SDC ticket office prior to the event and preferably in one lump sum. With prior approval, an invoice may be mailed after the event.

4. Non-student participants must check-in upon arrival at the SDC ticket office to receive a day pass.

5. All users of the SDC facilities will need to present a current Michigan Tech student ID, valid SDC membership card, daily pass, or special access card before entering a specific area.

6. Special events are negotiable and need to be arranged with the Associate Athletic Director-Facilities & Operations personnel.

www.michigantechrecreation.com