



Student Development Complex Facility Reservation

POLICY:

Permission to use any Student Development Complex (SDC) facility must be obtained from SDC Operations personnel.

The open reservation period for each new academic year begins April 1, when registered student groups and community organizations are able to reserve space in the SDC for the following academic year. Priority is given to MTU varsity teams, Kinesiology (PE/IM) classes and activities, HuskiesFit programs and student organizations. First-come-first-serve basis is followed, however, SDC personnel will strive to be fair to all registered student organizations requesting space. SDC personnel reserves the right to adjust the schedule to meet the needs of our facilities and events.

Student Organizations:

- ❑ Student organizations must be registered with Student Leadership & Involvement to reserve facilities in the SDC. During fall and spring semesters, but not during breaks, registered student groups will be allowed to use the facility up to two hours before/after building closing time.
- ❑ 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 at the discretion of SDC management.
- ❑ **Any student group hosting a special event may be charged a rental fee and/or set-up fee in accordance with the established rental rates.** The final fee shall be at the discretion of SDC management.
- ❑ All non-student members of a student organization must have an annual SDC access pass.
- ❑ **Any student organization 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:

Parking permits are required to park in Michigan Tech parking lots. Parking lot 22 (adjacent to the SDC) is designated for members and guests, is limited to two hours without a permit, and enforced Monday-Friday, 7am-4pm. Any vehicle in the lot longer than two hours during this time will be required to have a parking permit. Permits are available from Michigan Tech Transportation Services located in the Administration Building Mon-Fri 8am-4pm for a fee of \$5/day or \$10/week.

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](#) online or complete a printed form at SDC room 142. **Adult supervision is required for children under age 12 and Fitness Center participants must be at least 16 years old.**
3. A confirmation with a link to pay online will be provided. All rental fees must be paid in one lump sum.
4. All members of student organizations will need to present a current Michigan Tech student ID or valid SDC access card.
5. Special events are negotiable and need to be arranged with the SDC Operations personnel.
6. Any questions or comments can be emailed to recreation@mtu.edu.

ALL ACTIVITIES AT THE STUDENT DEVELOPMENT COMPLEX, GATES TENNIS CENTER, TECH TRAILS
& SURROUNDING GROUNDS IS AT THE USER'S RISK.

The SDC is not responsible for lost or stolen property. Please do not leave valuables unattended.
www.michigantechrecreation.com