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 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.
- 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.
- All non-student members of a student organization must have an annual SDC membership or purchase a discounted daily pass from the ticket office or Kiosk 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:
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. Lot 22 permits for non-Michigan Tech users may be requested at the SDC Manager's Office, room 142, and can be paid when the facility rental fee is paid.

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. 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. 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.
5. Non-student participants must purchase a day pass at the SDC ticket office or Kiosk. Day passes purchased after hours at the Kiosk need to be given to the club officer who will forward the passes to SDC personnel for statistical reporting.
6. Special events are negotiable and need to be arranged with the SDC Operations personnel.

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

6/20/2018