



Student Wellness Reservations & Events Manual

Academic Year 2024-2025

This manual contains reservation policies and procedures of the Montana State University (MSU) Student Wellness Center (SWC) and associated facilities.

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Student Wellness Center Facility Reservation Overview

The Montana State University Student Wellness Center offers meeting and events space for Montana State University student organizations, Montana State University affiliates, as well as external entities in the Bozeman community.

The Student Wellness Center staff will assist your group in scheduling the appropriate space, developing a suitable set-up, and processing any fees. The purpose of this document is to outline the process of renting facility space to ensure the success of your reservation or event.

All facility reservation requests will be considered in the order they are received, at least 15 business days prior is recommended and appreciated. Reservations are not final until a rental agreement has been signed, and confirmation sent. Requests are dependent on availability and priority listing outlined in this manual.

Reservation of space is not guaranteed to any entity.

1.1 Rental Process

Step 1: Access the Reservations & Events information including priority grouping, pricing, policies, and request form on the Student Wellness website.

Step 2: Complete the online Reservations & Events Request Form 15 business days before reservation date.

Step 3: Receive confirmation of request.

Step 4: On-site visit, if necessary.

Step 5: Receive a price quote and rental agreement.

Step 6: Sign and agree to the price quote and rental agreement.

- a. Non-Montana State University affiliates (Priority 5) must provide a 25%, non-refundable deposit for events costing over \$100 at this time. All events costing \$100 or less should be paid in full at this time.

Step 7: Receive confirmation of reservation. The request is finalized. Receive Facility Use Agreement.

Step 8: Reservation takes place. Return signed Facility Use Agreement.

Step 9: Receive a final invoice for the reservation.

Step 10: Campus Recreation Business Office will process the invoice and payment.

Step 11: Payment due 60 days after event. (Net 60)

1.2 Reservation Priority Listing

Priority #1: Presidential Initiatives

- a. Institutional events have university scheduling priority.
- b. Opportunity to confirm reservation up to 2 years in advance.

Priority #2: Student Wellness Programs and Services and ASMSU

- a. Student Wellness internal programs and services including but not limited to: Campus Recreation, Counseling & Psychological Services, Student Wellness programs, and Student Health Services meetings, events and programs.
- b. Associated Students of Montana State University
- c. Opportunity to confirm reservation up to 1 year in advance

Priority #3: Montana State University Student Organizations

- a. Montana State University recognized student organizations and groups.
- b. Registered Student Organizations will receive 3 hours per week free of facility rentals, not including staff. Additional hours will be charged at the priority #3 rate.
- c. Events offered by priority #3 groups that are mainly offered for non-MSU participants will be considered priority #5 events
- d. Opportunity to confirm reservation up to 6 months in advance.

Priority #4: Montana State University Departments & Affiliates

- a. Montana State University departments or affiliated programs, programs and services.
- b. Events offered by priority #4 groups that are mainly offered for non-MSU participants will be considered priority #5 events
- c. Opportunity to confirm reservation up to 6 months in advance

Priority #5: Non-Affiliates (External Entities)

- a. External entities; non-Montana State University affiliates.
- b. Can be confirmed only after review and written approval from the AVP Student Wellness.

Available Rental Spaces

2.1 Student Wellness Center Spaces

Activity Space	Occupancy	Priority 3 – RSOs*	Priority 4 - MSU Affiliates	Priority 5 - Non-Affiliates
Cost Equation		Base – 1x	1.5x Base Rate	2.5x or Market Rate
Multi-Purpose Room #1	20	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #2	27	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #3	50	\$15/hour	\$22.50/hour	\$37.50/hour
Multi-Purpose Room #4	24	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #5	16	\$10/hour	\$15/hour	\$25/hour
Multi-Purpose Room #7	17	\$10/hour	\$15/hour	\$25/hour
Group Room #1	37	\$10/hour	\$15/hour	\$25/hour
Climbing Wall+ <i>MSU CW Staff required</i>		\$50/hour <i>Includes 2 staff</i>	\$75/hour <i>Includes 2 staff</i>	\$125/hour <i>Includes 2 staff</i>
Pool <i>MSU Lifeguards required</i>		\$50/hour <i>Includes 2 staff</i>	\$75/hour <i>Includes 2 staff</i>	\$125/hour <i>Includes 2 staff</i>
Gym Courts / MAC		\$20/hour/court	\$30/hour/court	\$50/hour/court
Fitness Studio #1 <i>Fitness Instructor not included</i>	58	\$20/hour	\$30/hour	\$50/hour
Fitness Studio #2 <i>Fitness Instructor not included</i>	35	\$20/hour	\$30/hour	\$50/hour
Fitness Studio #3 (cycle) <i>Fitness Instructor not included</i>	21	\$20/hour	\$30/hour	\$50/hour
Fitness Studio #4 (martial arts) <i>Fitness Instructor not included</i>	23	\$20/hour	\$30/hour	\$50/hour
Patio		\$20/hour	\$30/hour	\$45/hour
Outreach/Table 1 - (East)		\$0	\$0	\$100/hour
Outreach/Table 2 - (West)		\$0	\$0	\$100/hour

*Registered Student Organizations receive 3 hours per week free of facility rentals. Staff not included.

+Chalk Bags and Climbing Shoes are included with Climbing Wall rentals

Total reservation costs will include every hour a facility is taken offline for preparation and clean up.

2.2 Field Spaces

Activity Space	Priority 3 – RSOs*	Priority 4 - MSU Affiliates	Priority 5 - Non-Affiliates
Lambert Turf Field**	\$40/hour	\$60/hour	\$125/hour

Lambert/Roskie Grass Fields	\$15/hour	\$22.50/hour	\$40/hour
Lambert Pavilion (restrooms included)	\$10/hour	\$15/hour	\$25/hour
North Dome**	\$40/hour	\$60/hour	\$125/hour

*Registered student organizations receive 3 hours per week free of facility rentals. Staff not included.

**Half-Field reservations are not available for any field spaces

Total reservation costs will include every hour a facility is taken offline for preparation and clean up.

2.3 Additional Reservation Costs

EQUIPMENT RENTAL	
Type	Flat Rate
Audio Visual Equipment – Gym/Fitness Studio	\$10/hour
Sporting Equipment	\$25 fee
Gym Cover Flooring	\$200 fee
Tables & Chairs	Contact Conference Services

2.4 Staffing Rates

- a. The appropriate employees needed for each reservation will be determined based on the size and nature of the event. Staffing requirements will be outlined in the quote as cost per hour.
- b. Additional staffing for events outside of regular operating hours will be charged a rate of \$25/hour per staff member needed.
 - i. Minimum staffing for events in the Student Wellness Center outside of regular hours include: one Facility Supervisor and one Operations Assistant.
 - ii. Staffed experience events:
 1. Pool reservations require 2 MSU Lifeguards: up to 50 participants. Any pool reservation exceeding 50 participants will need an additional (1) Lifeguard for every 25 participants. I.e. 51-74 participants= 3 lifeguards, 75-100 participants = 4 lifeguards.
 - a. Participants must follow all pool rules while using the space.
 2. Climbing wall reservations require a minimum of 2 MSU Climbing Wall certified staff members. Additional climbing wall staff may be required based on reservation request.
 - a. Participants must follow all climbing wall policies while using the space.
 3. Groups hosting a fitness session can request a Fitness Instructor, which would include the cost of Audio/Visual Equipment.
 4. Groups hosting sporting activities can request officials, which would include a Scoreboard and Scoreboard Operator
 5. Staffed experience events require all participants to complete a Notice of Risk and Waiver prior to participation.
- c. Other staffing may be required based on reservation needs.

Facility Use Policies

3.1 General Rental Policies

- a. All non-members and non-Montana State University students participating in any event must check in at the Welcome Desk or designated individual with the reservation.
- b. Non-Participant & Spectator Policy

- i. Non-participants or spectators are allowed to access the facility for various activities, programs, and events at no cost including:
 - 1. Spectators who wish to view an Intramural sport or contest
 - 2. Spectators of an approved special event
 - ii. Anyone under the age of 18 must be accompanied by an adult at all times.
 - iii. Once access is granted, spectators must wear a wristband during the entire event
 - iv. Spectators may not utilize equipment or participate in program activities that they are not registered for.
- c. The Student Wellness staff reserves the right to ask any Non-Participant or Spectator to exit the facility at any time if found violating any policies or guidelines.
- d. Decorations for an event may not include any nails, hooks, tacks, screws, glitter or tape. Any alterations or anything affixed to walls, floors, doors, or ceilings, equipment or furniture must be approved by Associate Director Campus Recreation Operations. If the renter damages the room or equipment reserved, the Renter will accrue the cost of repair or replacement.
- e. Walkways must be free of obstructions; ADA access points must be maintained.
- f. Alcohol is prohibited unless an alcohol permit has been approved by MSU.
- g. Event equipment such as ground lying platforms, frame-based stages, tables and chairs are allowed with prior approval by Associate Director Campus Recreation Operations.
- h. In addition to the scheduled event duration, reservation quotes will account for all hours the facility is offline and unavailable for general users.
- i. All reservation participants must follow the [Student Wellness Center Facility Use Policies](#)
- j. [MSU Campus Recreation Policies](#) must be followed when using athletic and recreation spaces

3.2 Turf Policies

- a. No metal cleats or toe spikes are permitted on the turf at any time.
- b. Penetrating the turf field with stakes, flags, or other material is prohibited.
- c. Pole tents are prohibited due to the potential for damage to the turf and underground utilities. Frame tents are permitted.
- d. The following adopted policy will serve as guidelines for staff to decide when to cancel/suspend activities due to extreme cold or heat or the presence of thunder and lightning.
 - i. Heat Index $\geq 95^{\circ}\text{F}$: Encourage water breaks at this temperature and higher.
 - ii. Heat Index $\geq 100^{\circ}\text{F}$: MANDATORY water breaks at this temperature and higher. Encourage alterations to uniforms. Activity may be suspended.
 - iii. Heat Index $\geq 105^{\circ}\text{F}$: All activity must cease until the Heat Index cools to below 105°F .
 - iv. Wind Chill $\leq 15^{\circ}\text{F}$: All activity must cease until the Wind Chill rises above 15°F .
 - v. Air Quality Index 150+: All activity must cease until AQI improves.
- e. In the event of thunder conditions near the fields, Facility staff will stop play of all outdoor activity immediately for a period of 30 minutes after the last clap of thunder. Users will be instructed to shelter in place or leave the facility.
- f. During snowy conditions, Lambert Turf Field will be plowed the day before any scheduled events. If there is snow throughout the day with an evening event, Campus Recreation will attempt to plow snow during the day leading up to the event.
 - i. Snow accumulation of 2 inches or more may result in cancellation of the event

3.3 Montana State University Student Reservation Requests

- a. Montana State University general student users are encouraged to utilize space on a first come first serve basis.
- b. Any official requests submitted by general student users (non-registered student organizations) will be charged at the Montana State University Affiliate priority rate and will not be allowed the first three hours free.

- c. Event requests with non-Montana State University students will be charged at the Montana State University Affiliate priority rate.

3.4 Food & Beverage

- a. MSU Policy 800 [Food Sales, Alcoholic Beverages and Vendors](#)
 - i. All off-campus food and beverage services must be approved in advance by the Conference Services Director and the University Food Services Director.
 - ii. All food served must be approved by the university Environmental Health Specialist. All caterers or food vendors must comply with the university beverage contract.
 - iii. Any food or beverage served on campus must meet all applicable federal, state and local codes pertaining to food preparation and food service to the public
- b. Set up, floor covering and cleaning fees may apply based on the type of catering needs.
- c. All leftover food and catering equipment must be removed promptly from the area following the event.
- d. All waste should be placed in the receptacles provided.
- e. Food and drink are only permitted in the following areas unless otherwise approved:
 - i. Commons, multi-purpose #1, multi-purpose #2, multi-purpose #3, Group Room #1
- f. Except water, NO food or drinks are allowed on any turf surfaces
 - i. Users are permitted to have food and beverages in the *pavilion area* of the Lambert Turf Complex.
- g. Glass containers are not permitted at any Student Wellness facility.
- h. Chewing gum is not permitted in activity spaces.
- i. Concessions (sale of food or other items) not permitted

3.5 Alcohol

- a. Events with alcohol may be allowed in conformance with University Policy: Refer to the Montana State University [Events with Service of Alcoholic Beverages policy](#).
- b. The process for approving the consumption and/or sale of alcoholic beverages originates with [University Catering](#).
 - i. **NOTE:** It is unlikely that non-Montana State University events would be approved for alcohol distribution or consumption.

3.6 Outside Vendors or Sponsors

- a. Any outside vendors or sponsors in attendance for an event must be pre-approved and disclosed in the request form.
- b. Approval for vendors or sponsors is subject to the intentionality, participation (promotion, solicitation, operations) and alignment with Student Wellness mission, vision, and values as well as the University policies on [Sales/Promotions and Outside Vendors](#).
- c. All charges, scheduling and logistics with 3rd party should be coordinated by the renter. The renter is responsible for ensuring that the vendor complies with all campus policies and rules.
- d. If 3rd party vendors are utilized by the renter, damages caused by said 3rd party vendor will be the responsibility of the renter.

3.7 Parking

- a. Parking is not included or provided in reservations. Requester and all attendees are responsible for paying for their own parking.
- b. Visitor parking lots and garages are available on campus with automatic pay stations. The license plate of the vehicle parked will need to be entered at the pay station upon payment. The receipt does not have to be displayed on the dash of the vehicle.

- i. Visitors may also choose to download the Passport App to pay for parking in the Parking Garage (Zone 2361)
 - ii. More information can be found through [MSU Parking Services](#).
- c. Loading & unloading of materials will need to be coordinated with reservation logistics.

3.8 Media and Photography Policy

- a. All photography, videotaping, or other forms of media within the Student Wellness Center must be pre-approved at least 7 days in advance and capture only those participating in approved reservation or event.
- b. All photography, videotaping, or other forms of media within the Student Wellness Center must be pre-approved by Student Wellness professional staff, and in some cases University Communications.
- c. Guidelines:
 - i. Once approved, individuals will receive a photography pass that is to be worn while taking photos in the facility. This will show facility staff that photography access has been granted.
 - ii. Once access is granted, photographers must wear an access badge during the entire shoot. Badges must be returned to the Welcome Desk at the completion of the shoot.
 - iii. Photography must be conducted without disruption or limitations to Student Wellness operations, accessibility of equipment, entrances/exits, doorways, and high traffic areas.
 - iv. Photography is permitted for noncommercial use only. Photographs may not be published, sold, reproduced, distributed, or otherwise commercially exploited in any manner without written consent from Student Wellness.
 - v. Taking photos or video of individuals without their consent is prohibited and is cause for immediate removal from the Wellness Center and may be reported to Montana State University Police, or Dean of Students.
 - vi. All personal, professional photo shoots must be approved by Student Wellness professional staff. Subjects must adhere to all facility guidelines during photo events.
 - vii. Photos or video may not be recorded in private spaces such as locker rooms, restrooms, or personal care room.
 - viii. For more in-depth policies on Film & Photography, please reference [University Communications](#).
 - ix. Use of Drones – All Uncrewed Aircraft Systems (UAS) operations must receive prior written approval from University Communications, Safety & Risk Management, University Police and/or the Office of Research Compliance: [MSU UAS Policy](#)

Quotes, Deposits, Payments

4.1 Certificate of Insurance

- a. MSU requires that any organization using MSU premises for an event must have insurance that names MSU as an additional insured. The insurance for the event must also meet [the requirements](#) outlined by MSU Safety & Risk Management. Call 406-994-6888 with questions.
- b. Commercial Liability Insurance must have a minimal limit of \$1,000,000
- c. All external parties are required to provide a certificate of insurance 10 days prior to the event.
 - i. Email confirmation is required to confirm the adequacy of the insurance certificate provided. Specific insurance requirements are provided in the Facility Use Agreement.

4.2 Payments

- a. Deposit Policy
 - i. A non-refundable deposit is required for any non-affiliates of Montana State University. Deposit due is equal to 25% of the total price quoted. The reservation is not confirmed until the deposit is paid and will be applied to the total amount due per the final invoice.

- ii. All non-affiliate events costing under \$100 must be paid in full up front to confirm reservation.
- b. Cancellation Policy
 - i. Cancellation of any facility or time slot must be submitted to campusrec@montana.edu
 - ii. If the reservation is cancelled 10 business days prior to the event no costs are due.
 - iii. If the reservation is cancelled 5-9 business days prior to the event, 50% costs are due.
 - iv. If the reservation is cancelled 1-5 business days prior to the event, 100% costs are due.
- c. Invoice and Payment Policy
 - i. Quotes expire 30 days after it is delivered to requestor.
 - ii. Payment is due 60 business days after the final invoice has been generated and sent via email.
 - iii. Rental rates are generated based on time used and priority listing.
 - iv. Additional fees may include additional set up, staffing costs, equipment needs, security, IT and potential custodial fees as necessary.
 - v. Acceptable payment options include credit card, check, or departmental transfer initiation (for Montana State University affiliates).
 - 1. If paying by check please make payable to Campus Recreation and include your request number in the memo line. Checks can be mailed with the following information:

Montana State – Campus Recreation
Business Office Manager
950 W. Grant St.
Bozeman, MT 59717
- d. Lost or Damaged Equipment and Custodial Charges
 - i. The renter agrees to clean and return the rented facility in the same condition it was received.
 - ii. Additional fees and charges are added to the final invoice for any lost/damaged equipment or if additional cleaning or maintenance charges are required at the conclusion of an event.
 - iii. Any additional charges will be determined on a case-by-case basis and will be documented by Student Wellness staff.