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Carleton College

Scheduling and Reservation Guidelines Carleton College Sport and Campus Recreation Facilities 2008-09

Our responsibilities include: Maintain Master Department Schedule which includes: Physical Education classes, Athletics, Recreation, Club, and Intramural activities in multiple locations/fields. The reservations for the most part are done on a term by term basis with a one term advanced notice. The scheduling is then completed for the entire complete season/term. We do not allow outside user groups the use of our facilities during the academic term. We will consider reservation outside of the academic terms on a case by case basis. The Department Chair, Athletic Director, and the Recreation Director will need to approve any such request before it will be scheduled.

All scheduling is done via Aaron Chaput, x4483 or Mikki Showers x4481.

P.E. Classes are given first priority during the 8:30am – 3:30pm timeframe. Scheduling must be done at least one term in advance with information coming directly from the Department Chair and Registrar's Office.

Athletics are given first priority during the hours of 3:30 and 8pm. These involve all athletic competing teams and involve practice scheduling. Schedules are done at least one term in advance with the information coming directly from the head coaches and confirmed by the Athletic Director. Varsity contests are mainly reserved between the hours of 7:00 and 11:00pm.

Recreation, Club, and Intramural activities are mainly given priority in scheduling between 7:30 and 11:00 pm. Team practices and competition will mainly take place in the evenings and on weekends.

When using any Carleton Athletic/Recreational Facility the following guidelines must be adhered to:

- Groups will be supervised by Coach, Instructor, Head Resident and/or one of the captains or RA's.
- Supervisor must be briefed on equipment use and building operation beforehand.
- The Athletic/Recreational Facilities and Fields of play are tobacco and alcohol free. There is no use of tobacco products or alcohol inside the facilities.
- Use of the Pools: The rules for using the pool are non-negotiable. Times when the pool is to be used be established early and security alerted so the pool alarm system can be re-set.

- A Certified lifeguard must be on deck whenever the pool is open and proof of certification attached to this form. The group is responsible for hiring a lifeguard. Intoxicated people should not be in the pool area. Proper attire must be worn. No Nudity. Men are not permitted in the women's sauna at Cowling.
- All pool use is dependent on the availability of certified (American Red Cross) lifeguards. Guards have to be approved and checked out by the Head Swim/Dive coach or designated assistant.
- Pool use restricted to 25 users per lifeguard.
- Lifeguard shifts not to exceed two-hour duration.

Recreation Center General Use

- The primary goal is to provide leisure recreation within the facility during all hours of operation. The only exception to this premise would be in the case of an all campus event (i.e. commencement).
- The scheduling process is designed for equitable allocation of space to the multiple constituencies of Carleton users.
- PE classes may be scheduled at the same time as recreation use, but not during peak hours, 7-8:30am, 12:15-1:40pm, 5-7:00pm.
- Scheduling requests to be submitted a term in advance. The recreation director will coordinate a planning meeting with PEAR facility to review PE and Athletic needs for the facility.

Activity Areas in the Rec.Center

- Climbing Wall: recreational climbing allowed during supervised time. Times dependent on the number of trained staff available. Times will be allocated for PE classes, activity classes, and open recreation.
- Fitness/Weight Room: Varsity or sport club team practice restricted to one team per session. Team size should not exceed 20 individuals. Practices to be coordinated through the Director of Recreation.
- Multi-purpose Room (aerobic/dance): PE classes, Varsity, and recreational programs will be scheduled at the start of each term. Individual use of the room will be allowed by reserving space 48 hours in advance.
- Squash/Racquetball/Tennis Courts: PE classes and recreational programs will be scheduled at the start of each term. Classes and organized activity will be scheduled around peak hours 12:15-1:40pm and 5-7pm. Drop in and are allowed and reservations can be made no more than 48 hours in advance.
- Field House
Athletics: Exclusive use of the field house should be kept to a minimum. Whenever possible portions of all activity areas should be available for open recreation i.e. one jogging lane, one court.
Intramural and Club Sport: Scheduling will be mainly be in the evenings, Sunday to Thursday between the hours of 8:00-11:00 p.m. Every effort will be made to allow open recreation in the fieldhouse while Intramurals are taking place.

Individual Court Reservations (Rec. Center)

- Courts (tennis, handball, racquetball, wallyball, squash, volleyball, and basketball). A court may be reserved no earlier than 48 hours in advance.
- Consecutive play is not allowed, except in the case of an intramural tournament or league. Only one reservation can be made per phone call.
- Concurrent reservations are not permitted, nor are reservations made in the name of others.

Publication of Schedules: The scheduler is responsible for producing the following schedules:

- Term facility building hours, opening and closing hours.
- Swimming Pool hours for West and Cowling.
- Weekly class/activity schedule for each building (Rec. Center, West Gym, Cowling, and Stadium). Schedules to be posted in the front foyer of each building. The schedule will indicate type of activity, i.e. PE, Athletic, IM, Sport Club, Dance, Open Rec., and Special Event.
- Term playing field schedule for IM, Sport Club, Varsity Practice and competition.

Lock in and Overnight Activity: Requests for overnight reservations follow these procedures:

- Fill in a facility request form describing the activity, number of participants, name of group/organization requesting the reservation, organizer, length of activity and equipment needs.
- Any special requests associated with food, or equipment not present in the facility.
- The request has to be submitted at least two weeks prior to the event.
- Authorization decision based upon availability of staff, safety of the proposed activity/event, availability of the facility.

STADIUM Weight Room

- Primary user group: varsity team practice.
- Coaches responsible for supervision of facility during practices.
- Recreation use limited to Monday- Thursday, 11am – 7pm, Friday, 11am-5pm and Sundays, 11am-5pm.
- Varsity Team practice schedule. When possible teams should coordinate their lifting/conditioning schedules to minimize over crowding. In season teams have first choice of prime time for weight workouts.