ICRA RESERVATION ELIGIBILITY

• The Indian Creek Recreation Area is only available for non-commercial use by eligible users.
• Eligible users may only reserve the property for their own use and may not make reservations for other persons or groups who are not eligible to make reservations directly.
• Eligible users include Georgia State University chartered student organizations and Georgia State University departments for university business.
• Only for university activities specific to the reserving group’s mission.
  o Chartered student organizations – student groups that are active and in good standing listed on OrgSync.
  o Faculty/staff departments – any officially recognized campus department that is receiving university funding. MUST USE A SPEED CODE FOR PAYMENT.

EVENT LAWN POLICIES

• For drop in use, the lawn is first-come, first-served. A non-reserved group cannot prohibit other GSU organizations/members from accessing the lawn.
• Any activity that would require any type of set up such as lining the lawn, tables, chairs, or shade structure must be an approved reserved event.
• Reserving group will be responsible for damages or loss to the lawn or its surroundings. This includes, but is not limited to the grass, fence, gates, lighting, irrigation system, and landscaping.
• Structures, including tents and shade structures, must be approved by Recreational Services at least 30 days prior to the event. No stakes or other devices may be driven into the lawn due to the sprinkler system.
• Fire pits are prohibited.
• Any materials used by the organization must have prior approval. Costs incurred to remove unapproved materials will be billed to the user.
• No alcoholic beverages, illegal drugs or tobacco products may be consumed/used prior to, or while using ICRA.
• Pets are not allowed anywhere on the premises, except for animals providing assistance to disabled users.
• Trash must be placed in appropriate containers. Costs incurred for clean-up and/or repairs beyond that of normal use and wear will be billed to the user.
• Glass containers and breakable plastic cups are prohibited.
• Motorized vehicles, bicycles and skateboards are not allowed on the lawn.
• Recreational Services is not responsible for any personal items left unattended and/or unsecured.
• Sporting equipment that damages the lawn is prohibited, ex. cleats and golf clubs.
• Anyone who does not follow the policies will be asked to leave the property and could face further disciplinary actions.

INCLEMENT WEATHER
• Inclement weather and wet field conditions may prohibit activities from being performed in a safe manner. Groups are strongly encouraged to make alternate site arrangements in case of poor conditions.
• Recreational Services staff has the authority to cancel use of the lawn due to inclement weather and/or hazardous field conditions.
• Lightning policy: If there are 30 seconds or less between flash and bang (storm is 6 miles or less away), participants must find safe shelter. Activities may resume 30 minutes after the last flash and/or bang.
• A fee will be charged for any damage to the field caused by using it in wet conditions.

RESERVATION REQUEST TIMELINE/INFO
• May submit reservation requests up to one year in advance.
• Reservation requests must be submitted no later than 7 days prior to the event.
• Individual room reservations allow non-exclusive access to the Lodge.
• Groups will have shared access to the patio, deck and lobby area.
• In order to have exclusive use of the Lodge, the entire facility must be rented.
• All reservation requests are just requests until approved by Recreational Services.

RESERVATION APPLICATION
emsweb.gsu.edu/VirtualEMS
• Reservation request eligibility status will be confirmed via email within 2 business days.

HOURS
• Monday through Sunday 8am –11pm.
• Your booking time includes set-up/tear down/clean up.
• The requestor may be required to be present 30 minutes prior to the event for a prefunction facility review with the event supervisor.
• Your end time is the time that all participants have departed, your organization has cleaned up the rental space, all your items have been removed from the rental space, and you have exited the property. Failure to leave at the reserved end time will result in a penalty fee discussed prior to the event booking.

PAYMENTS
• Accepted payments include: checks, cash, PantherCash, Speed Codes and credit cards (MC, Visa, Discover).
• Faculty/Staff departments must use a Speed Code.
• All payments must be made at the Student Recreation Center.

Facility User Fee Deadlines
• All fees must be paid using one invoice.
• 100% of facility usage fees are due 7 days prior to the event. If paying with SpeedCode, all facility usage fees will automatically be charged 7 days prior to the event.

CANCELLATIONS
• If the event is cancelled 7 days or more prior to the first day of the event, all facility usage fees and deposits will be returned in full.
• If the event is cancelled less than 7 days prior to the event, all facility usage fees and deposits will be forfeited along with any fees incurred by Recreational Services for the planning of the event above the facility usage fee.
• Failure to pay facility usage fees in full by 7 days prior to the event will result in a cancelled event.

DAMAGE/ADDITIONAL FEE DEPOSIT
• Damages or violation of policy fines will be taken from the deposit.
• All deposits are due within 3 business days from the time the reservation is confirmed.
• Speed Codes will be held and charged all applicable rates noted in Usage Fees/Cancellation policies.
• Chartered student organizations without a Speed Code, will pay $100 deposit.
• Deposit does not apply towards facility usage fees.
• Deposit will be returned post event after an inspection of the facility and a review of policy compliance.

LATE NIGHT/SPECIAL EVENTS POLICY
• The university has adopted a set of procedural guidelines for organizations to follow when planning events for large groups, late night events or events that might pose a security concern.
• This policy is outlined in the On Campus Student Handbook:
  o http://webdb.gsu.edu/policies/policy_index.cfm?view_policy=4458

FOOD/BEVERAGES
• Catered events
  o Panther Dining is the preferred caterer at the Indian Creek Lodge.
  o Outside catering is permitted with a $50 non-refundable kitchen access fee. An additional $150 catering deposit will be added to the facility use deposit amount. This deposit will be returned upon completion of a post event kitchen inspection. Any damages, messes, or missing kitchen items will result in a loss of the catering deposit.
  o Box lunches and deli platters are permitted with no kitchen fee or catering deposit.
• Non Catered events
  o Groups may provide their own food, but are responsible for all logistics including, set up, clean up, storage, etc.
Groups will not have access to the kitchen which includes the refrigerator, stove, ice maker, kitchen sink.

Food and beverages must be prepared in advance. They must be delivered in ready to serve secure containers.

Cooking, warming and heating appliances such as hot plates, coffee makers, sterno and camp kits are not permitted.

Beverages containing red dye are not permitted.

**ALCOHOL**

- The use, possession, consumption, distribution or sale of alcoholic beverages on any property owned or leased by the University is strictly prohibited. Only the President or his designee may make exceptions.
- Requests for alcoholic beverage service at ICRA must be approved through the alcohol review process.
- If approved by Legal Affairs, it must be served by Panther Dining. Coordinate through Panther Dining to execute the alcohol request form and confirm procedures. [http://dining.gsu.edu/catering/campus-catering-menus/](http://dining.gsu.edu/catering/campus-catering-menus/)
- Please refer to the Office of Legal Affairs website for university policies. [http://universityattorney.gsu.edu/legal-questions/164-2/](http://universityattorney.gsu.edu/legal-questions/164-2/)

**SMOKING**

- Smoking and tobacco use of any kind is prohibited on all Georgia State University owned or leased locations, indoors and outdoors, in garages and parking lots, and in all Georgia State University owned or leased vehicles.

**PARKING**

- 22 spaces are available immediately outside of the Lodge.
- An additional 58 spaces are located down the drive near the pool.

**MARKETING**

- Any advertising and marketing for an event is the sole responsibility of the Organization.
- Use of the Georgia State University, Recreational Services or Indian Creek Recreation Area visual identity is not permitted without written consent of the Director of Recreational Services.

**DECORATIONS**

- Any deviation from existing décor must be approved by Recreational Services.
- No tape, staples, tacks, nails, pins or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, doorframes, staging, curtains/draperies, or other surfaces.
- No candles or open flame.
- No glitter or confetti.
- All decorations and materials must be removed by the sponsoring organization immediately following the event; failure to do so will result in items being discarded and the client will be billed for cleaning.
**FILMING**

- Non-commercial photography and filming must be approved in advance by Recreational Services.
- Commercial photography and filming must be approved through Legal Affairs. The commercial company will be charged an additional fee.

**VENDORS**

- All vendors must be approved by Recreational Services at least 7 days prior to the event.
- Proof of liability insurance may be required.

Revised 8/25/16