Indian Creek Recreation Area (ICRA)
Event Lawn
Policies and Procedures

The event lawn is 2/3 acres of green space that is equipped with 10 electrical outlets and lighting. All lawn reservations include set up of up to ten 6ft tables, 60 folding chairs, two pop-up tents, game equipment, and use of a charcoal grill. A large propane grill/smoker is available upon request, with an additional fee.

**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 service animals.
- 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.
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.

ICRA LAWN RESERVATION ELIGIBILITY

- The lawn is only available for non-commercial use by eligible users.
- Eligible users may only reserve the lawn for personal use and may not make reservations for other persons or groups who are not eligible to make reservations directly.
- Eligible users include the following: Georgia State University chartered student organizations, Georgia State University departments for university business, and recreation members for personal events. Any sale of goods or transfer of monies is prohibited.

GSU Organizations and Departments

- Only for university activities specific to the reserving group’s mission. Chartered student organizations – student groups that are active and in good standing listed on orgsync.
- Faculty/staff departments – any officially recognized campus department that is receiving university funding. MUST USE A SPEED CODE FOR PAYMENT.

Recreation Members

- For personal events.
- Dates subject to availability.
- Must be a current recreation center member at time of request. Must maintain membership through the date of the event. Membership termination prior to the event will result in loss of reservation and all payments made toward the reservation.

RESERVATION REQUEST TIMELINE/INFO

- Event Lawn reservations do not include access to any of the buildings on site.
- To have access to the Lodge, you must reserve the Lodge in advance.
- All reservation requests are just requests until approved by Recreational Services.

Chartered Student Groups and Faculty/Staff Departments

- May submit reservation requests up to one year in advance.
- Reservation requests must be submitted no later than 7 days prior to the event.

Recreation Member Events

- Availability may be limited to pre-determined dates.
- May submit reservations requests up to one year in advance.
- Reservation requests must be submitted no less than 30 days prior to the event.
RESERVATION APPLICATION
http://recreation.gsu.edu/services/reservations

- Reservation request eligibility status will be confirmed via email within 2 business days.
- A deposit or a Speed Code and signed user agreement are due within 3 business days to hold the date or the application is terminated.

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 pre-function review with the event supervisor.
- Your end time is the time that all participants have departed, your organization has cleaned up the lawn, all your items have been removed from the lawn, and you have exited the property. Failure to leave at the reserved end time will result in a penalty fee.

PAYMENTS
- We accept 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
- Chartered Student Organizations and Faculty/Staff Departments
  - 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.
- Recreation Member
  - 50% of total cost due at confirmation of reservation.
  - Balance due 30 days prior to the event.

CANCELATIONS
Chartered Student Groups, Faculty/Staff Departments
- 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.

Recreation Member
- If the event is cancelled 30 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 prior to 7 days and less than 30 days before the event, the deposit will be forfeited. Facility usage fees will be returned.
• If the event is cancelled 7 days prior or less before the event, all facility usage fees and any fees incurred by Recreational Services will be forfeited along with the deposit.

**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.
• Recreation members will pay $200 deposit for single day events and $500 for multiple day events.
• 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. [http://webdb.gsu.edu/policies/policy_index.cfm?view_policy=4458](http://webdb.gsu.edu/policies/policy_index.cfm?view_policy=4458)

**FOOD/BEVERAGES**
• Catered events
  ✓ Panther Dining is the preferred caterer at the Indian Creek Lodge.
  ✓ Outside catering is permitted.
  ✓ Catering arrangements must be approved by Recreational Services.
• Non Catered events
  ✓ Groups may provide their own food, but are responsible for all logistics including, set up, clean up, storage, etc..
• Grill Use
  ✓ Use of a charcoal grill is included with each reservation. Users are responsible for providing charcoal.
  ✓ Use of the large grill/smoker is $50. Users are responsible for providing propane.

**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/

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.

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 30 days prior to the event.
• Proof of liability insurance may be required.

LIABILITY INSURANCE
• Users may be required to purchase insurance for an event.
• Failure to comply will result in the cancellation of the event.

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