

# INDIAN CREEK RECREATION AREA POLICIES AND PROCEDURES

## LODGE, EVENT LAWN AND OUTPOST 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.
  - Chartered student organizations – student groups that are active and in good standing listed on OrgSync. In order to receive the student organization rate, the request must be made by the student representative on behalf of the chartered student organization.
  - Faculty/staff departments – any officially recognized campus department that is receiving university funding. MUST USE A SPEED CODE FOR PAYMENT.

## POOL/ PICNIC AREA RESERVATION ELIGIBILITY

- Reservations are accepted from currently enrolled students, recreation members, chartered student organizations and departments of Georgia State University.
- Member or department contact must be present for the entire event.
- The member or department contact is responsible for ensuring policies and procedures are followed.

## RESERVATION APPLICATION

[emsweb.gsu.edu/VirtualEMS](http://emsweb.gsu.edu/VirtualEMS)

- Any activity must be an approved reserved event.
- Reservation requests will be confirmed via email within 2 business days.
- All reservation requests are just requests until approved by Recreational Services.
- Reservation requests must be submitted no later than 21 days prior to the event.

## HOURS

- Indian Creek Recreation Area does not open prior to 8 a.m.
- The Lodge, Event Lawn and Outpost are available for rent Mon. through Sun. 8:30 a.m. – 5 p.m.
- The pool/picnic area is open between Memorial Day and Labor Day. Rental hours are 12 – 7 p.m.

Thursday through Monday during regular summer hours and 12 – 7 p.m. Saturday and Sunday only during reduced hours.

- The pool/ picnic area is available up to four hours per reservation.
- Additional time for set-up/decorating/tear down/clean up must be reserved.
- 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 additional fees.

### **PAYMENTS**

- Accepted payments include: checks, PantherCash, Speed Codes and credit cards (MC, Visa, Discover). No cash will be accepted
- Faculty/Staff departments must use a Speed Code.
- All payments must be made at the Student Recreation Center, Mon. – Fri. 8:30 a.m. through 5 p.m.
- An itemized invoice, provided by Indian Creek Recreation Area, must be presented at time of payment.
- All fees must be paid using one invoice.

### **DAMAGE/ADDITIONAL FEE**

- Damages or violation of policy may result in additional fees.
- Damages or violation of policy will be determined post event after an inspection and a review of policy compliance.
- Rooms, facilities, and outdoor spaces must be left clean and free of damage. The requesting party agrees to assume full financial responsibility for any damages to University facilities, fields, furnishing, fixtures, and equipment occurring as a result of actions by user or its guests, normal wear and tear excluded. Groups will be responsible for appropriate labor and material costs if special clean-up or repairs are required.
- Speed Codes for faculty/staff department and chartered student organizations will be held and charged for damages or violation of policy.
- Damages or violation of policy by chartered student organizations without a speed code may result in suspension of individual and/or group EMS privileges, or a hold being placed on a student's account with the university.

### **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/>

- Please refer to the Office of Legal Affairs website for university policies.  
<http://universityattorney.gsu.edu/legal-questions/164-2/>

#### **TOBACCO PRODUCTS, ALCOHOL, AND ILLEGAL DRUG USE**

- No alcoholic beverages, illegal drugs or tobacco products may be consumed/used prior to, or while using ICRA.

#### **PETS**

- Only registered assistance animals are permitted on the property without specific prior approval.

#### **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)

#### **PARKING**

- 31 spaces are available immediately outside of the Lodge.
- An additional 47 spaces are located down the drive near the pool.
- Parking is prohibited anywhere other than the paved designated areas.

#### **UNATTENDED ITEMS**

- Recreational Services is not responsible for any personal items left unattended and/or unsecured.

#### **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.

#### **SIGNAGE AND 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/ MARKETING**

- 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.
- 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

#### **VENDORS**

- All vendors must be approved by Recreational Services at least 10 days prior to the event.
- Proof of liability insurance may be required.

#### **DISCIPLINARY ACTION**

- Anyone who does not follow the policies will be asked to leave the property and could face further disciplinary actions.

# **AREA SPECIFIC POLICIES AND PROCEDURES**

#### **EVENT LAWN AND OUTPOST**

The event lawn is 2/3 acres of green space that is equipped with 10 electrical outlets and lighting. Ten 6ft tables, 60 folding chairs, pop-up tent, and game equipment are available for set up on the Event Lawn upon request. For an additional fee, a large grill/smoker is also available upon request. The Outpost includes two unisex, ADA accessible restrooms, green space, and covered patio area with outdoor lighting and fans. Seven picnic tables can accommodate up to 56 guests. Picnic tables may be converted to fourteen bench seats, providing open space under the covered patio.

- Glass containers and breakable plastic cups are prohibited.
- 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, tables, lighting, irrigation system, restrooms, ropes course, fire pit, and landscaping.
- Structures, including tents and shade structures, must be approved by Recreational Services at least 3 days prior to the event. Non-staking methods of securing tents are strongly encouraged. Permission to use stakes must be received from Recreational Services staff prior to use.
- Use of the Outpost fire pit is strictly prohibited.
- The use of candles or open flame is strictly prohibited.
- Trash must be placed in appropriate containers and disposed of in a dumpster immediately following the event. Trash bags will be provided upon request.
- Costs incurred for clean-up and/or repairs beyond that of normal use and wear will be billed to the user.
- Motorized vehicles, bicycles and skateboards are not allowed on the lawn. Equipment can only be transported onto the Event Lawn by hand truck, dolly, or cart.
- Sporting equipment that damages the grass is prohibited, ex. cleats and golf clubs.

- Event Lawn and Outpost reservations do not include access to any of the buildings on site; restrooms will be available at the Outpost.
- No tape, staples, tacks, nails, pins or hooks may be used to secure materials to walls, ceilings, columns, doors, doorframes, or other surfaces at the Outpost.
- Outpost furniture must be returned to pre-event configurations and locations.
- Food and other debris may not be disposed of in the Outpost sinks. Guests must ensure that sinks are draining properly at the conclusion of the event.
- Horseplay, climbing or hanging from any structure, cable, net, railing, or ladder at the Outpost is prohibited.

### **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 Event Lawn, Outpost or pool/picnic area due to inclement weather and/or hazardous field conditions.
- A fee will be charged for any damage to the Event Lawn caused by using it in wet 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.

### **LODGE, EVENT LAWN AND OUTPOST CANCELLATIONS/ DEADLINES/ INFO**

- Reservation requests for the Lodge and Event Lawn may be submitted up to 6 months in advance.
- Outpost reservations may be submitted no earlier than 3 weeks prior to the event.
- Individual room reservations allow non-exclusive access to the Lodge, patio, deck and lobby area.
- To have exclusive use of the Lodge, the entire facility must be rented.
- 100% of facility usage fees are due 10 days prior to the event. If paying with Speed Code, all facility usage fees will automatically be charged 10 days prior to the event.
- If the event is cancelled 10 days or more prior to the first day of the event, all facility usage fees will be returned in full.
- If the event is cancelled between 10 days prior to the first day of the event and 24 hours prior to the first day of the event, half of facility usage fees will be returned to the cancelling group. Deposits will be returned in full.
- If the event is cancelled less than 24 hours prior to the first day of the event, all facility usage fees 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 10 days prior to the event will result in a cancelled event.
- Events cancelled at the discretion of Recreational Services employees due to inclement weather or maintenance issues will result in a full refund of all facility usage.

### **POOL/ PICNIC AREA CANCELLATIONS/ DEADLINES/ INFO**

- The pool cannot be reserved for private functions.
- Reservations include use of picnic tables, one charcoal grill, volleyball court and playground.

- Adult supervision is required for ages 17 and under. Groups must have one adult for every five children.
- 100% of facility usage fees are due 5 days prior to the event. Failure to pay facility usage fees in full by 5 days prior to the event will result in a cancelled event.
- If the event is cancelled 5 days or more prior to the first day of the event, all facility usage fees will be returned in full.
- If the event is cancelled between 5 days prior to the first day of the event and 24 hours prior to the first day of the event, half of facility usage fees will be returned to the cancelling group.
- If the event is cancelled less than 24 hours prior to the first day of the event, all facility usage fees will be forfeited along with any fees incurred by Recreational Services for the planning of the event above the facility usage fee.
- Events cancelled at the discretion of Recreational Services employees due to inclement weather or maintenance issues will result in a full refund of all facility usage fees.

### **FOOD/ BEVERAGES IN LODGE**

- Kitchen Access
  - Kitchen access is included with full Lodge reservations. Groups reserving individual rooms may add kitchen access to their reservation for an additional \$50.
  - Groups may provide their own food, but are responsible for all logistics including, set up, clean up, storage, etc.
  - All personnel, food, beverages, linens, tableware, utensils, and cookware must be provided by the group.
  - Open flames and exposed heating elements are not permitted.
  - Speed Codes for faculty/staff departments and chartered student organizations will be held and charged for any damages, messes, or missing kitchen items.
  - For chartered student organization without a speed code, any damages, messes, or missing kitchen items may result in additional fees, suspension of individual and/ or group EMS privileges, or a hold placed on a student's account with the university.
- Kitchen Cleaning Standards:
  - Groups are responsible for leaving the kitchen in the same condition in which it was found. Groups are expected to:
    - wipe down all kitchen counter tops
    - return all borrowed items to their pre-event locations
    - dispose of trash and other debris in a dumpster immediately following the event
    - clean food and other debris from sinks and ensure that sinks are draining properly
- No Kitchen Access
  - Groups with individual room reservations that decline kitchen access will not have access to the kitchen, which includes the refrigerator, freezer, stove, ice maker, kitchen sink, kitchen utensils, cooler, microwave, and kitchen counter space.
  - Groups are permitted to bring their own coffee makers, crock pots, and microwaves.
  - Open flames and exposed heating elements are not permitted.