

General Reservation Request Policies

- Your event may require a meeting with Reservations and Events staff to discuss logistics and event planning. You will be notified if a meeting is required.
- Cancellations must be made 48 hours prior to the event. Failure to do so will result in the loss of privileges to reserve space in the future.
- In the event of inclement weather, your event may be delayed or cancelled.
- If your request requires space rental fees and/or special staffing, you will be contacted with further details.
- If fees occur, an invoice will be sent after the event.
- After you've made your reservation, you may also need to submit a [JMU Event Approval Form](#) and gather the appropriate signatures for your event.

Space Policies

- Athletic shoes or bare feet are the only approved footwear allowed on gym and group exercise studio floors.
- Chewing gum is not allowed in any UREC spaces.
- Glitter of any kind is not allowed in any UREC spaces.
- Alcohol is not allowed in any of UREC's Facilities.
- Food is allowed in designated areas with prior approval.

Access Policies

- Authorized users with full privileges include any full-time undergraduate or graduate student and full-time employees of the JMU community.
- Authorized users must have a JACard to both enter and exit UREC.
- Non-JMU guests must be hosted by a participant with an active membership, pay the applicable guest fee, and abide by [guest policies](#). Participants may host a maximum of two guests per visit for a fee at UREC or University Park.

Rehearsals and Practices

- Due to increasing demand for rehearsal/practice spaces at UREC, student groups and organizations are allowed to request one rehearsal or practice day per week.
- Rehearsal and practice reservations will be limited to 2 hours per request.

Walk and Runs

- If your organization would like to use the [University Park \(UPark\) 5K route](#) you must schedule a meeting with UREC's Reservations & Events staff 6 weeks before the event.
- The [JMU Event Approval Form](#), must be completed. All paperwork with appropriate signatures is due back to UREC 4 weeks before the event.

Special Event Structures

Some events require use of special structures or equipment that you need to obtain prior approval for while planning your event. Some examples include:

- **Tents**
 - Tents must be pre-approved prior to their use. NO tents may be used on campus for camping or sleeping. Event tents can be 10' x 10' and must be secured or weighted to the ground. If you wish to use a larger tent you are required to meet with UREC's Reservation and Events Staff for approval. This must be done 30 days prior to the event and will require a \$125.00 permit fee and may incur a cost of up to \$360.00. The provider of the tent must present a current certificate of insurance. Other regulations may apply.
- **Stages/Draping**
 - *Indoor spaces:* If your organization would like to use a portable stage and/or back drop draping in UREC indoor spaces, you must schedule a meeting with UREC's Reservations & Events staff to fill out a special request/approval form. This must be done at least 30 days prior to the event. Only stages and back drop draping provided by UREC are allowed in UREC's indoor spaces. A setup fee may be charged.
 - *Outdoor spaces:* If your organization would like to use a portable stage and/or back drop draping in UREC's outdoor spaces you must schedule a meeting with UREC's Reservations & Events staff to fill out a special request/approval form. This must be done at least 30 days prior to the event and will require a \$125.00 permit fee and may incur a cost of up to \$360.00. The provider of the stage/back drop draping must present a current certificate of insurance. Other regulations may apply.
- **Inflatables**
 - If your organization would like to use inflatables of any type you must schedule a meeting with UREC's Reservations & Events staff to fill out a special request/approval form at least 30 days prior to the event and will require a \$125.00 permit fee and may incur a cost of up to \$360.00. The provider of the inflatable must present a current certificate of insurance and a current inspection certificate for the state of Virginia. Other regulations may apply.