

Pershing Building Reservation Usage Policies

(Last Updated March 23, 2006)

1. All persons requesting use of the following Pershing Building facilities must submit a **Reservation Request** form: The request must be made in person using the manual form, or through the web at <http://hes.truman.edu/pershingreserve.shtml> using the on-line form. No telephone reservation requests will be accepted.

1. PB120 Pershing Arena
2. PB130 Small Gym
3. PB225 Dance Studio
4. PB231 Classroom (available through HES during fall and spring only)
5. PB232 Classroom
6. PB234 Classroom (available through HES during fall and spring only)
7. PB325 Classroom
8. PB001 Natatorium

2. Facilities will be available for reservation by chartered campus organizations, academic divisions, and university departments once the final academic course schedule for the following semester has been established: Approximately **April 15***** for Summer and Fall semesters; **November 15***** for Spring semester. Requests are approved on a first come, first served basis.
***Pershing Arena and Small Gym reservations will be accepted but not confirmed until **July 1** for fall semesters, and **December 20** for spring semesters.

3. **Priority:** (if two or more requests are received at the same time for the same date):

1. Pre-scheduled HES academic courses
2. Pre-scheduled Campus-Wide Events (such as Commencement, Truman Week, Athletic events, etc.)
3. HES Program classroom-related instruction (including students enrolled in HES classes requesting practice time or research)*
4. Athletics Department practices and special functions**
5. Chartered Campus Organizations/Divisions/Departments

* For academic facilities (classrooms, dance studio)

**For shared athletic facilities (small gym, Arena, Natatorium)

All reservations by Chartered Campus Organizations/Divisions/Departments may be cancelled if circumstances (i.e. weather) force higher priority groups to move their activity into the requested area. Athletics and HES have until noon on the day in question to decide to move their activity into the facility.

Groups with reservations that are affected by the priority system should secure a back-up location and understand their reservation may be cancelled due to unforeseen circumstances. Those groups will be promptly notified if their reservation is being cancelled.

4. **Building Use Policies:**

1. Activity is restricted to the reserved facility area only.
2. Participants will observe all policies and regulations of the University.
3. Smoking and consumption of alcoholic beverages is strictly prohibited.
4. Candles/open flames are strictly prohibited.
5. Absolutely no hard soled shoes or objects (canes, etc) which could potentially damage or mark the floor in Pershing Arena, Small Gym or Dance Studio.
6. Organization is responsible for the closing and locking of windows in facilities where windows are accessible. Failure to close and lock windows upon departure will result in loss of room reservation privileges.

7. Additional tables, chairs, or other furnishings are not automatically provided, even if the information is indicated on the Pershing Reservation Request form. Prior arrangements for this provision must be made through the Physical Plant office, x4200, Kirk Building 106.
8. Any equipment that is hanging, freestanding, or secured behind a retainer is not to be used unless prior arrangements have been made with the Health & Exercise Sciences office, (PB 212). All reservations are considered to be for the *space* only; permission must be granted to use any equipment.
9. Permission must be obtained from the Health & Exercise Sciences office (PB 212) to use the audio-visual equipment and computers stationed in the classrooms. This equipment is only available for use between 8:00am and 5:00pm, Monday through Friday, with proper permission. The organization/department must reserve separate equipment through Media Services (x4545) for use during evening or weekend hours.
10. Users of the facility are expected to exercise the utmost care in the use of the premises. Organizations/departments will be held responsible for damages that are incurred.
11. Absolutely no food or drink allowed in classrooms, Pershing Arena, Small Gym, or Dance Studio unless permission has been granted through the HES Office (x4456) or the Athletic Director's office (x4235) and arrangements have been made through the Physical Plant to provide protection for the floors (tarp or some type of floor covering).

Any non-University organizations that are granted permission to serve food and/or drink must have a University Custodian present. Groups are responsible for paying any overtime cost and will be billed by the Physical Plant.

- a. Concessions in the Arena

The current contract holder for Athletics Concessions has right of first refusal for selling concessions at events in the Arena (currently Delta Sigma Pi.) If they do not wish to sell, the organization may have concessions but must still conform to the Pershing Arena sponsorship agreements.

12. Each organization/department is responsible for making arrangements to dispose of litter. After use, the facility should be returned to its original state as a courtesy to the next user. A University Custodian may be requested through the Physical Plant Office (x4200) to staff events that have projected high attendance. Organizations may be charged an appropriate custodian's fee.
13. The organization/department listed on the request form assumes the responsibility for non-members who may attend the event.
14. Individual students not affiliated with a chartered campus organization are NOT permitted to reserve Pershing facilities, unless a chartered campus organization/department is willing to sponsor the individual and assume responsibility for the event. The faculty/staff advisor or Division Head signature must appear on reservation request form. Students currently enrolled in a Health Science or Exercise Science class (such as a dance class for which the student is requesting practice time) may request a facility, however before approving the reservation, the HES Office will verify enrollment in the class indicated.
15. The Department of Public Safety will be notified of confirmed event's time frames, but will not automatically open or secure the facility. If the facility is not accessible upon arrival, organizations must call Public Safety (x4176) to open the facility. It is suggested that the designated representative have the

