

**STUDENT ACTIVITY and ACADEMIC CENTER  
FACILITY RESERVATION POLICIES 2014**

**ACCOMMODATIONS and RESTRICTIONS**

**Reservation Request:**

Reservation requests can only be made by completing the space reservation request form found on our website or by visiting the Student Activity and Academic Center information desk in person.

All space reservation requests must be submitted 7 business days prior to the scheduled event and requests cannot be made more than 6 months in advance. All space reservation requests submitted before and after this time period will not be accepted. Reservation requests can be delivered by email, mail, fax, or in person to the address listed below:

Mark Fifield, Assistant Director  
Student Activity and Academic Center  
1946 Starvine Way  
Decatur, GA 30033  
Telephone: 404.712.2456  
Fax: 404.712.2449  
Email: saac@emory.edu

**Confirmation/Denial Documentation:**

Space reservation requests will be approved or denied via email by the Director/Assistant Director within 3 business days (72 hours) of submission.

After the space reservation request has been approved, the name/organization must communicate all specific setup and outdoor lighting needs with the Director/Assistant Director 7 business days prior to the event. Any specific setup and outdoor lighting needs conveyed after this time period may not be accommodated. The Student Activity and Academic Center reserves the right to decline facility usage for any name/organization submitting a space reservation request.

**Rental Fee and Payment:**

The Student Activity and Academic Center provides space for any name/organization affiliated and non-affiliated with Emory University. Your confirmation email also serves as your invoice.

All approved space reservations will be associated with a rental fee indicated in writing with your email confirmation. It is the responsibility of the name/organization listed on the request form to pay all rental fees in full on the day of the event.

Rental fees can be paid with cash, check (made payable to Emory University), or credit card (except American Express) at the Student Activity and Academic Center information desk on the day of the event.

In the event of inclement weather, the Student Activity and Academic Center may charge the name/organization for the amount of time used. The name/organization will have the opportunity to reschedule the event at a later date and time.

**Deposit Fee:**

All space reservations are subject to a 25% deposit fee if it is deemed necessary by the director/assistant director. This deposit fee will be provided in writing with your email confirmation. The deposit fee must be paid by the date indicated or the name/organization will forfeit their space reservation. The deposit fee will be applied to the total cost of the space reservation.

**Cancellation Fee:**

All space reservation requests must be cancelled 14 business days before the scheduled event. Any cancellations after this time period are subject to a 25% penalty of the total space reservation rental fee.

**Extra Staffing Fee:**

If the space reservation exceeds 50 people the director/assistant director will determine if extra staffing will be required. If extra staffing will be needed the name/organization will be responsible for the staffing fee (minimum \$15 per hour) and this will be indicated in writing in your email confirmation. Extra staffing may include student staff, custodial services or lifeguards.

**Setup Fee:**

The Student Activity and Academic Center offers access to seminar rooms (non-A/V equipment) and classrooms (A/V equipment). Listed below is the standard setup for each room in the facility. Any space reservation requesting a setup other than the one listed below or any event occurring outside of university operating hours is subject to a facility setup fee.

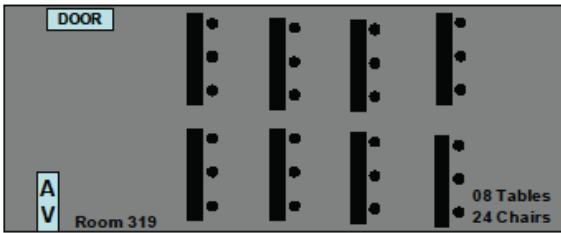
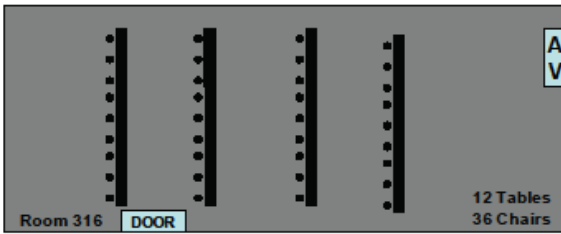
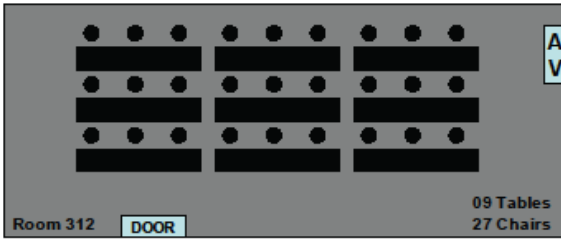
The number of tables and chairs represent the maximum number of occupants allowed in a specific space according to fire code and safety regulations.

**Waivers:**

Everyone who is not a current member of the SAAC must complete a waiver, both child and adult. The waiver can be found [here](#).

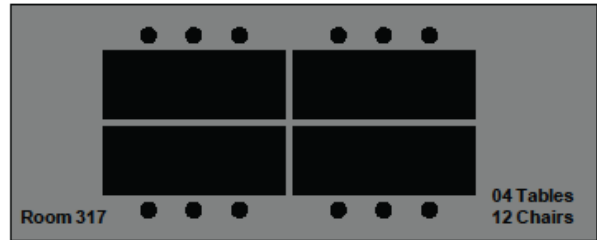
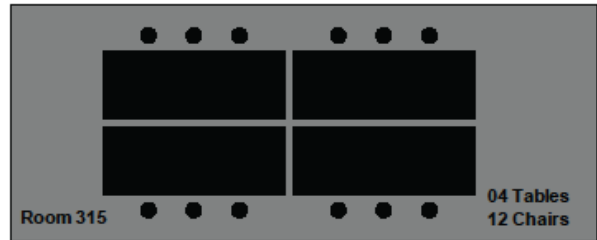
Please have everyone complete this waiver in your group and turn in to the SAAC front desk.

**Classroom  
Standard Seating Arrangement**



Drawings are not to scale

**Seminar Room  
Standard Seating Arrangement**



Drawings are not to scale

**Cleaning Fee:**

Immediately following the space reservation the Student Activity and Academic Center asks that the area is returned to its original arrangement by the name/organization listed on the space reservation. We also ask that any trash, litter, food, banners, decorations, etc. are placed in a receptacle and any personal belongings removed from the area. Failure to adhere to these policies is subject to a minimum \$30.00 per hour cleaning fee.

**Damage Fee:**

It is the responsibility of the name/organization listed on the reservation request form to pay for all damages associated with the space reservation. The Student Activity and Academic Center prohibits the use of tacks, pushpins, nails, tape, and any other mounting device altering the appearance of the interior of the facility. It is also prohibited to hang any device from the doorways or ceiling tiles in the seminar and classroom spaces.

**Audio/Visual Equipment:**

The Student Activity and Academic Center does not have on-site technical support for the audio/visual equipment. The Student Activity and Academic Center requests the name/organization to make alternate arrangements in the event of technical difficulties.

There are four classrooms (Room 312, Room 316, and Room 319) with audio/visual capabilities that include:

- (1) Sharp XG-P20XU Conference Series Projector
- (1) Da-Lite Composite 80" Projector Screen
- (1) PC Laptop/Projector Adapter (must provide Mac Laptop/Projector Adapter)
- (1) Cinivision Professional Media Sound System

**Available Equipment:**

The Student Activity and Academic Center does have equipment available for rent. In order to rent equipment you must provide a picture ID and complete an equipment rental form at the information desk. All available equipment is FREE of charge.

Men's Basketballs	Tennis Racquets
Women's Basketballs	Tennis Ball Hoppers
Volleyball	Badminton Racquets
Soccer ball	Shuttlecocks
Football	

**Directions:**

<b>From I-85 North/South</b>	<b>From N. Decatur Rd</b>
Exit 91 – Clairmont Rd	Follow N Decatur Rd until Clairmont Rd
Follow Clairmont Rd going South	Follow Clairmont Rd going North
Cross Briarcliff Rd/Clairmont Rd	Cross under the railroad/train bridge
Cross LaVista Rd/Clairmont Rd	Left onto Starvine Way
Cross North Druid Hills Rd/Clairmont Rd	
Pass the Veterans Affairs Hospital	
Right on Starvine Way	

**Clairmont Campus Parking:**

- Monday – Friday from 4:00pm until 6:00am the Starvine Deck is FREE
- Saturday – Sunday the Starvine Deck is FREE

**Hourly Visitor Parking:**

**Starvine Deck Parking (Located on Starvine Way):**

- Enter the parking deck on the first left turn on Starvine Way and use the first entrance.
- Rates are listed in the table below

<b>Visitor Parking Rates</b>	
0 - 15 min	FREE
15 min -1 hr	\$4
1 - 2 hr	\$5
2 - 3 hr	\$7
3 - 4 hr	\$9
4+ hrs	\$12

For a longer time span please contact Brenda Wilson (404-712-8740) at the Emory University Parking Office to arrange for parking. There will be a fee associated with the parking arrangement.

**Food for Event/Catering:**

We allow events to be catered by any third party organization or company. It is the sole responsibility of the name/organization to provide these arrangements. You can bring your own food and drink. Food is allowed inside is the main lobby at the tables, around the tennis courts, on the upper and lower terraces, on the pool deck next to the kiddie pool with the umbrellas. We do not allow any food or drink in our indoor gym, fitness area, fitness studio, or in the main pool deck. All drinks in those areas must be in kick proof container with a lid.

**Alcohol/Tobacco/Glass Containers:**

Alcohol, tobacco, and glass beverages are PROHIBITED in and around the Student Activity and Academic Center property and grounds. It is the responsibility of the name/organization to have all patrons involved with a specific space reservation to abide by these policies.

**Music:**

All amplified music including but not limited to public address systems, boom boxes, bands, and disc jockeys must be kept at low levels inside and outdoors. We must be respectful of other patrons in the building, as well as, the residents and neighborhoods surround the Student Activity and Academic Center.

**Locker Room Access/Personal Belongings:**

The Student Activity and Academic Center is not responsible for lost or stolen items. Please take care to secure any valuables.

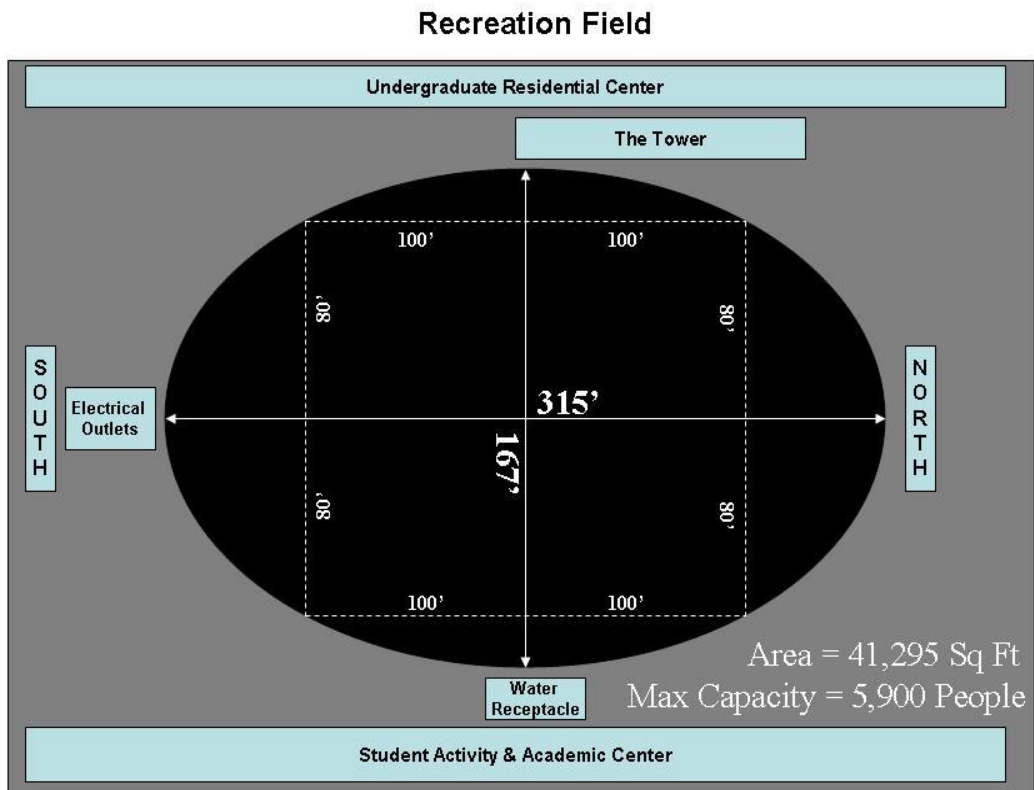
We ask all guest and reservation participating use the blue locker rooms.

There are blue daily lockers available for use and combination locks for sale at the front desk.

The lockers are on the first floor of the facility and lead to the lower terrace/pool area through the locker section. All locker rooms are equipped with showers, toilets, sinks, changing area and day lockers.

There is one universal locker room/family changing room on the first floor.

## RECREATION FIELD and SWIMMING POOLS SPECIFIC REGULATIONS



### **Recreation Field:**

The recreation field is equipped with four electrical outlets each handling 20-amp circuits on separate breakers. The field is also equipped with a 200-amp voltage box located on the south end of the playing surface. Special arrangements must be made in advance to access the 200-amp voltage box.

It is the responsibility of the name/organization to actively enforce the policies listed below:

- Inclement weather and wet field conditions may prohibit activities being performed in a safe manner. Groups are strongly encouraged to make alternate site arrangements in case of inclement weather and/or hazardous field conditions. The Student Activity & Academic Center staff has the authority to cancel use of the recreation field and pool due to inclement weather and/or hazardous field conditions. A fee will be charged for any damage to the field caused by use in wet conditions.
- Any damages or loss to the field or its surroundings will be billed to your account. This includes, but is not limited to the field, stage, fence, gates, padlocks, irrigation system, brick pavers, landscaping, etc.

- Structures are prohibited from being erected on the field, including inflatables. No stakes or other devices may be driven into the field due to the sprinkler system. Any necessary repairs to the sprinkler system will be charged to the name/organization.
- Prior approval must be given for all amplified sound systems. This includes public address systems, bands, etc. Organizing group is responsible for ensuring that song lyrics or any amplified sound does not include profane, lewd, or suggestive lyrics.
- Any materials used by the name/organization must be approved by the Associate Director/Assistant Director. Costs incurred to remove unapproved materials will be billed to the group reserving the field.
- Vehicles are not permitted on the field or off the brick pavers designed for vehicular traffic. Any damage to the engraved bricks will be charged to the name/organization.
- The Student Activity & Academic Center staff reserve the right to require security measures for events including but not limited to: security barriers, security guards, and ID checkpoints. The name/organization must reserve these security measures through the Emory Police Department. The Student Activity & Academic staff reserves the right to shut down the event if they feel there is a danger to public safety, property, or interference with business of the Clairmont Campus at Emory University.
- Baseball and Softball games are not permitted on the field.
- Glass containers, breakable plastic cups, or animals are not permitted on the field.
- Special conditions may dictate additional restrictions and this will be communicated in the email confirmation of your space reservation.
- Should an emergency arise, there is an Emergency Phone located at the SAAC circular drive as well as inside the SAAC

The Student Activity and Academic Center asks that all patrons cooperate with these policies and procedures at all times to ensure safety in the building.

#### **Facility Policies and Procedures:**

- Appropriate shirt and shoes must be worn at all times.
- Children under the age of 16 must be accompanied by an adult at all times. An adult is at least 18 years old.

#### **Gymnasium Policies and Procedures:**

- Appropriate clothing is required for activity.
- Non-marking tennis or basketball shoes are required.
- Abuse of the gymnasium is prohibited (i.e. hanging on rims).
- Badminton and volleyball nets should only be set-up by SAAC Staff Members.
- Indoor soccer and floor hockey is prohibited.
- The Student Activity and Academic Center is not responsible for valuables or personal property brought into the facility.



### **Fitness Center Policies and Procedures:**

- Appropriate clothing must be worn at all times.
- No open toed shoes or sandals may be worn in the fitness area.
- Please do not bring bags into the workout area.
- Patrons should wipe down the equipment with the gym wipes provided in the fitness area when finished.
- Headphones are discouraged when using free weights for safety reasons.
- Spotters are encouraged when using free weights.
- Slamming or dropping free weights are prohibited.
- Do not set weights on padded benches between sets.
- Dumbbells must be returned to proper rack after use.
- Children under the age of 12 are not allowed to use the fitness area.
- Children between the ages of 12 and 16 may use the fitness area, but must be supervised by an adult over the age of 18.
- Children over the age of 16 may use the fitness area without adult supervision.
- Please report any broken or malfunctioning equipment to the information desk.
- Failure to follow these rules may result in suspension of privileges.

### **Pool - Rules and Regulations:**

- Swimming is permitted only when lifeguard(s) are present.
- Children under the age of 16 must be accompanied by an adult at all times. An adult is at least 18 years old.
- No diving in water less than 12 feet deep.
- Prolonged underwater swimming (for more than 15 seconds) is prohibited.
- Swim diapers or plastic pants are required for children who wear diapers.
- Swimming is prohibited if you have an infectious or communicable disease.
- No throwing any objects at any time.
- Glass, alcohol, drugs, and tobacco products are prohibited.
- No food or drinks allowed in pool area except sport drinks or water.
- Hanging or swimming across lane lines is prohibited.
- Starting blocks are permitted only for competitive and instructional swimming.
- Only Coast Guard approved floatation devices are allowed.
- Pets are not allowed with the exception of working companion dogs.
- Lifeguard (s) will provide assistance with the chair lift upon request.
- The Student Activity and Academic Center is not responsible for valuables or personal property brought to the facility.
- Lifeguard(s) have final authority.

### **Baby Pool - Rules and Regulations:**

- Warning - No Lifeguard on Duty
- Children are prohibited to use the pool without the supervision of an adult over the age of 18.
- Unattended solo bathing is prohibited.

- Children in diapers must wear swim diapers or plastic pants with elastic gathers over their diapers when using the pools. If a child under your care has diarrhea or loose stool, please do not allow the child to use the pools.
- Swimmers over the age of 5 are not allowed in the baby pool.

### **Diving Well - Rules and Regulations:**

- Divers must be able to swim unassisted in deep water to use the diving boards.
- Only one bounce on the diving board at a time.
- Only one person on the diving board at a time.
- Check to see that no one is under or around the board before you dive.
- Dive straight off the diving board.
- Exit the water immediately after you dive.
- Do not swim in the diving area or directly under the diving board.
- Hanging on the diving board is not permitted.
- Diving is allowed only in designated areas.
- Divers are not allowed to wear personal flotation devices.
- Recreational diving is permitted during posted hours only.
- Lifeguard(s) have the ability to prohibit any unsafe diving activity.

### **Lap Swim Etiquette:**

- Expect to share a lane. If there are 2 or more swimmers, please circle swim.
- Try to swim with others of your own pace.
- Swim in a counterclockwise direction staying on the right side of the lane.
- Pass only when the passing lane (middle of lane) is clear.
- Avoid congregating at the end of swim walls. Please move to the extreme right corners of the lane if stopping to rest.
- Be considerate of others and their individual workouts.

### **Recreational Water Illnesses (RWI):**

- Swimming is a fun, active, and healthy way to spend leisure time. However, in the past two decades the Center for Disease Control has seen an increase in the number of Recreational Water Illness (RWI) outbreaks associated with swimming pools, water parks, hot tubs, lakes, rivers, and oceans. The CDC's Healthy Swimming Program offers information and resources to raise awareness about RWIs and how to prevent them by practicing healthy swimming behaviors.
- We ask that all patrons take a few moments to review the information and literature provided by the CDC.
- The Student Activity and Academic Center will continue with the practice of adult swim. From April 1 - November 1, adult swim will occur daily every hour, 10 minutes till the hour. Any children under the age of 12, who are not in supervised programming (swim lessons, swim team), must exit the pool. We want to encourage a safe and healthy summer and give parents the opportunity to take children to the bathroom, change swim diapers in the locker rooms, reapply sunscreen and rest for 10 minutes.

### **Thunder and Lightning - Rules and Regulations:**

- The occurrence of either thunder and/or lightning is not subject to interpretation or discussion. Thunder is thunder and lightning is lightning. If thunder and/or lightning is observed, all outdoor activities will be suspended immediately. Patrons shall wait a minimum of 30 minutes from the last occurrence of either thunder and/or lightning before the lifeguards determine it is safe to enter the pool.