Facility and Event Reservation Guide
Welcome! Campus Recreation facilities and fields may be reserved by Clemson University affiliated as well as unaffiliated groups and organizations. You can review our policies and procedures here.

**Reservation Procedure**
To reserve facilities or fields click on the appropriate online reservation request link in the FORMS section of the reservations webpage. A group or organization’s event must meet a minimum requirement of 10 participants in order for their request to be considered. Reservation requests may be submitted up to a year in advance. Reservation requests are considered in order of the date received, in accordance with facility and field availability and the following priority: 1) Campus Recreation events and academic classes; 2) University affiliated events; and 3) Non-University affiliated events.

Requests for facility or field use from priority groups 2–3 will be confirmed according to the following schedule:

- No sooner than March 1 for Fall semester reservations.
- No sooner than August 1 for Spring semester reservations.
- No sooner than December 1 for Summer session reservation.

Reserved spaces and times are held for a specific group, whether they are used by the group or not. Discounts will not be awarded post-event for spaces or time not utilized. The cost of items and time utilized by the group that were not originally reserved will be added to the group invoice post-even.

**Payment of Rates**
Groups and organizations will be invoiced for all rates and other charges (including staffing, setup rates, custodial services, security, damage and/or repair costs as well as any charges resulting from damages to property or equipment), with payment due within two weeks following the invoice date. Late payments may affect eligibility for future reservations. Payments may be made in cash, check or card at the Welcome Center desk in Fike Recreation Center or by mailing a check addressed to Clemson University to 206 Fike Recreation Center, Clemson, S.C. 29634-4015.

**Cancellations**
There is no charge for cancellation of a reservation at least 72 hours in advance. For an event to be considered canceled, the responsible group must contact, and receive confirmation from the Events Coordinator. Events not canceled within 72 hours of the reserved period will result in the responsible group being charged the full reservation rate, even if the space was initially given to the group for free use. Failing to arrive to their reservation without a confirmed cancellation may affect a group’s potential to make

*Groups and organizations that sponsor major events which require advance booking may be confirmed earlier than the listed dates provided there is no conflict under the Campus Recreation Event Coordinator’s discretion.*
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Lounge

The Campus Recreation Lounge, located on the lobby floor of the Fike Recreation Center to the left of the Welcome Center desk, provides groups and organizations a space to hold special events such as lectures and presentations. It cannot be reserved as a general meeting place for groups and organizations.

The space is generally only reservable for University affiliates but can be reserved by non-affiliates for special events. It is the only area in Fike Recreation Center where events with food are permissible. HDMI cords and other technology are not included in lounge reservations.

Seating in the Lounge can be organized in whatever way best fits your needs.

- Lecture setup fits up to 56.
- Traditional Meeting setup fits up to 22.
- Classroom setup fits up to 24.
- Ring Setup fits up to 38.

Reservation Rates

<table>
<thead>
<tr>
<th>Student Organizations</th>
<th>CU Affiliates</th>
<th>Non CU Affiliates</th>
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<tbody>
<tr>
<td>$25/hour</td>
<td>$25/hour</td>
<td>$50/hour</td>
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One of the more historic sections of Fike Recreation Center, the Club Gym contains wood ceilings, brick external walls and natural lighting. The gym contains one court marked for basketball and indoor volleyball.

Air-conditioned and located conveniently close to indoor restrooms, this enclosed space is perfect for your group or organization’s reunion, party, tailgate or other event.

**Club Gym**

**Gym Dimensions:**
W – 59’ and L – 119’

**Capacity:**
480

**Reservation Rates**

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<tr>
<td>$35/hour</td>
<td>$40/hour</td>
<td>$55/hour</td>
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</table>
Gymnasiums

Main Basketball Gym

Gym Dimensions:
Courts 1–3: W – 103’ and L – 186’
Courts 4–5: W – 107’ and L – 130’

Capacity:
Courts 1–3: 1200
Courts 4–5: 950

Reservation Rates

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<tr>
<th>Student Organizations</th>
<th>CU Affiliates</th>
<th>Non CU Affiliates</th>
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<tr>
<td>$20/hour/court</td>
<td>$30/hour/court</td>
<td>$45/hour/court</td>
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The Main Basketball Gym in the Fike Recreation Center holds two sections: one contains three basketball courts and an overhead running track while the other contains two additional courts marked for basketball, indoor volleyball, and badminton.

The gym courts offer great space for your group or organization’s next event. Large special events may require the use of our tarps, which are $250 and prepared by our staff at a rate of $15 per staff per hour.
McHugh Natatorium

The McHugh Natatorium is home to a sloped, eight-lane, 25-yard-long lap pool and 13.5-feet-deep dive well equipped with two springboards and a competitive dive tower.

Four lanes of the lap pool must remain open for general use, with the exception of special events.

Large special events will require a male and female custodian on site at all times, at the expense of the reserving group.

There is an age restriction of ten years old for the diving tank as well as capacity limits for the lap pool (180) and diving tank (99).

Reservation Rates

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<th>Student Organizations</th>
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<th>Non CU Affiliates</th>
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<tbody>
<tr>
<td>Lap Pool</td>
<td>$5/hour/lane</td>
<td>$7.50/hour/lane</td>
<td>$10/hour/lane</td>
</tr>
<tr>
<td>Diving Tank</td>
<td>$25/hour</td>
<td>$35/hour</td>
<td>$50/hour</td>
</tr>
<tr>
<td>Entire Natatorium</td>
<td>$125/hour</td>
<td>$150/hour</td>
<td>$175/hour</td>
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</tbody>
</table>
Fitness Studios

Upper Fitness Studio

Studio Dimensions: W – 45’ and L – 55’

Amenities:
- Hardwood Floors
- One Mirrored Wall

Lower Fitness Studio

Studio Dimensions: W – 41’ and L – 49’

Amenities:
- Hardwood Floors
- Two Mirrored Walls

*Groups must provide their own sound system and music.

Reservation Rates

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<th>Non CU Affiliates</th>
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<tr>
<td>Lower Studio</td>
<td>$20/hour</td>
<td>$30/hour</td>
<td>$45/hour</td>
</tr>
<tr>
<td>Upper Studio</td>
<td>$20/hour</td>
<td>$30/hour</td>
<td>$45/hour</td>
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Racquetball Courts

Court Dimensions:
W – 40’ and L – 20’

Amenities:
Standard racquetball court markings

*Groups can check out racquetball balls and racquets from the Welcome Center desk in Fike Recreation Center.

- The racquetball area features eight courts, two of which may be used for squash.
- Upper-level areas are available for viewing.

Reservation Rates

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<th>Non CU Affiliates</th>
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<tbody>
<tr>
<td>Racquetball Courts</td>
<td>$10/hour/court</td>
<td>$15/hour/court</td>
<td>$25/hour/court</td>
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</table>
Climbing Wall

The Climbing Wall is available for group reservations on days or evenings when the Climbing Wall is not open for general use. Regular operating hours can be found on the Campus Recreation website Facility Hours page.

Climbing privileges can be reserved for two-hour increments and includes the use of climbing gear.

One staff attendant is required for every 10 participants at the rate of $15/hour. For larger groups, additional staff attendants will be provided at an additional charge.

**Reservation Rates**

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<th>CU Affiliates</th>
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<tbody>
<tr>
<td><strong>Group</strong></td>
<td>$10/2-hours/person</td>
<td>$10/2-hours/person</td>
<td>$20/2-hours/person</td>
</tr>
<tr>
<td><strong>Event</strong></td>
<td>$35/hour</td>
<td>$50/hour</td>
<td>$75/hour</td>
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Group and event members must be eight years or older to climb, and groups must be smaller than 32 but larger than eight to make a reservation.

The Climbing Wall features eight top ropes with climbing surfaces as well as a bouldering area with surfaces of different difficulties. No matter the experience of your group, the Climbing Wall is a great venue for your next event.
Located on the south side of Fike, along the exterior wall of McHugh Natatorium, the Sundeck features great views of the Scroll of Honor Memorial Park and Memorial Stadium.

This prime location can easily accommodate your next private event.*

Restroom facilities are not accessible for events in this space. Guests may use the restrooms located off of the Fike lobby.

### Sundeck Dimensions:
W – 42’ and L – 174’

### Capacity:
225 or approximately 150 seated

### Amenities:
Tents installed September–November for events or upon request, four electrical outlets per tent and outlets along building

*The Sundeck is unavailable for reservation during Clemson home football games.

**Reservation Rates**

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<tr>
<td>$50/hour</td>
<td>$65/hour</td>
<td>$90/hour</td>
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Campus Recreation Intramural programming occurs on the upper and lower Intramural fields, bordered by Williamson Road, Heisman Street and Old Greenville Highway. These large areas boast four reservable Intramural fields — two on the Upper and two on the Lower fields.

Field lining, foreign objects, parking, gate access, etc. must be discussed with the Department of Campus Recreation Event’s Team before the reservation takes place.

Light access may be requested for reservations after sunset.

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<tbody>
<tr>
<td>$15/hour/field</td>
<td>$20/hour/field</td>
<td>$30/hour/field</td>
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Interested in hosting a company picnic, birthday party, or class reunion at the Snow Family Outdoor Fitness and Recreation Center? Private groups can reserve the picnic shelter or individual field for an affordable price. These are great spaces to spread out and enjoy the views.

**Amenities:**
- Reservable picnic shelter with lights*
- Non-reservable picnic pavilion*
- Sand volleyball court
- Leisure docks
- Disc golf course
- Activity field A (Not suitable for athletic play)

* *A grill and tables accompany both the picnic shelter and pavilion.*

See above the picnic shelter available for reservation, located to the left of the beach when looking at the water. The dimensions are roughly 25x50 ft. Grills are available but use of grills for reservations must be approved by Aramark and the Fire Marshall.

**Reservation Rates**

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<tbody>
<tr>
<td>Picnic Shelter</td>
<td>$10/hour</td>
<td>$10/hour</td>
<td>$15/hour</td>
</tr>
<tr>
<td>Activity Fields</td>
<td>$15/hour/field</td>
<td>$15/hour/field</td>
<td>$30/hour/field</td>
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</tbody>
</table>
Large Group Football Tailgates

At the Snow Family Outdoor Fitness and Wellness Center:

1/3 Field A with Tent
One available at $500
Field: roughly 80 x 120 ft
Tent: 40 x 60 ft

Additional Information

• The Snow Family Outdoor Fitness and Wellness Center: Reservation is all day. Parking is available for $25 per car. Tables or chairs may be rented from an outside company.

• Indoor Tailgate options are also available at Fike Recreation Center on a case by case basis. For Indoor Tailgates, a barricade pass may be provided to drop off items the morning of the event, but does not include a parking pass for the day.

Catering:

• The Snow Family Outdoor Fitness and Wellness Center: All catering must be approved through ARAMARK. An outside company or ARAMARK may be contracted to provide food. Formal alcohol service must be contracted through ARAMARK.

For additional information and questions, please contact Kelly Ator at lator@clemson.edu or 864-656-3373.
Forms

All forms can be found on the reservations web page but are also linked here for your convenience.

Primary Forms

Facilities and Fields Reservation Request Form
To be used for reserving Campus Recreation fields and facilities for an event

Equipment Rental Form
A comprehensive list of items available for rent and to be returned to the Events Coordinator for confirmation

Secondary Forms

Sales and Solicitation Form
To be used if you are selling items at your event

Aramark Food Waivers Information Form
To be used if you are selling food or drink at your event. Non-affiliated groups must contract with Aramark.

Social Event Registration Form
To be used for registering all events at University facilities where alcohol is present
Facility Reservation Procedures
Completion and submission of an online reservation request form is required of all organizations and groups not associated with Campus Recreation for reservation of all Campus Recreation spaces, including Fike Recreation Center spaces, the Underground, and the Snow Family Outdoor Fitness and Wellness Center.

All reservation requests for use of Campus Recreation facilities and fields must be approved by the Events Team. Further approval by the Clemson University Police Department (CUPD) may be needed under certain circumstances.

Requests received from sport clubs are to be reviewed by the Director of Club Sports before being processed.

Rules and Regulations
For all events:

1. Reservations may not extend beyond midnight without approval by the Events Team and CUPD.
2. Events requiring setup, cleanup and/or breaks throughout will be charged for the duration of the reservation.
3. Organizations and groups not affiliated with Clemson University must provide a Certificate of General Liability Insurance in an amount acceptable to Clemson University and with Clemson University named as an additional insured.
4. ARAMARK Corporation has contracted with Clemson University to be the exclusive food and beverage service provider for events held on campus. A signed waiver from ARAMARK Corporation is required for food or beverage service to be provided by any other means.
5. T-shirt sales in association with an event must have Clemson University Central Spirit and Director of Licensing approval.
6. Rain sites may be reserved for a holding fee under the discretion of the Events Team and based on facility availability. Decisions to keep or release an outdoor reservation space due to the potential of rain must be made 24 hours in advance. In
the case of rain, the reserving group will not be charged the outdoor space but will still be responsible for the holding rate. If the rain site is held but not utilized, the group must pay the outdoor space and rain site rates.

7. Glass bottles and containers are prohibited.
8. Vehicles are not permitted on the sports fields; they are permitted on the grounds only in areas designated for parking or for unloading equipment and supplies as approved by Campus Recreation.
9. All animals brought on Clemson University property must be on a leash.
10. Facilities and fields are not to be altered in any manner without permission from Campus Recreation. They are to be left clean and in good condition. Garbage and trash must be bagged and deposited in a dumpster on-site or removed from the premises.
11. Individuals or groups that do not pay invoices before the reservation must pay within two (2) weeks of their invoice being emailed out. Unpaid invoices will result in temporary reservation suspension until paid.

For events that include alcohol sales or service:

1. Alcohol is not permitted at on-campus events without approval by the appropriate Vice President(s) and CUPD.
2. Organizations and groups not affiliated with Clemson University must provide a Certificate of Liquor Liability in an amount acceptable to Clemson University and with Clemson University named as an additional insured. This applies for groups trying to sell or serve alcohol.
3. All alcohol sales and service for on-campus events must be administered by ARAMARK Corporation and end no later than midnight
4. All on-campus events where alcohol is served or sold are subject to having security present as required and assigned by CUPD at the expense of the reserving group.
Specific Rules and Regulations at Fike Recreation Center:

1. Swimming in the McHugh Natatorium at Fike Recreation Center is permitted only during approved hours when lifeguards employed by Campus Recreation are on duty. Groups that wish to swim at times other than regular operating hours must assume the cost for providing lifeguards.
2. Food may only be permitted in facilities under special circumstances, agreed upon by the Events Team. Tarps must be utilized on gym floors when food is present. Tarp rates apply.
3. Groups using signage during their event must contain this signage to the specific reservation area and may not apply signage to the walls. All signage must be removed by the end of the event.

Specific Rules and Regulations at the Snow Family Outdoor Fitness and Wellness Center:

1. Campfires are prohibited on the grounds with the exception of any area that may be so designated by Campus Recreation and duly permitted. Grills may be used for cooking, but they may not be set up on the playing areas of fields or between adjoining fields. Charcoal residue must be bagged and deposited in a dumpster on-site or removed from the premises.
2. Patrons swimming do so at their own risk. No Diving.
3. No trespassing outside of approved facility hours.
Additional Information

Parking
Parking is permitted for special events on weekends (after 7 p.m. Friday–Sunday for employee-marked spaces and after 4:30 p.m. Friday–Sunday for other spaces) in the lots at the east and west ends of Fike Recreation Center, along Williamson Road and in the lots to the west side and at the north end of Memorial Stadium. Parking in a handicap space without proper permit or identification, in a space posted as “reserved for employees 24 hours,” in a space marked for “service vehicles” or in a timed space without putting money in the meter may result in a parking citation or, in some situations, the vehicle being towed at the owner’s expense.

A visitor’s parking permit may be obtained from one of several locations (The Visitors’ Center, 109 Daniel Drive, 864-656-4789; Parking Services, G-01 Edgar Brown Union, 864-656-2270; and CUPD for after-hours needs only, Memorial Stadium, 864-656-2222). Event parking permits may be available for group reservations.

Entry to Facilities
Groups using any indoor space will use the Fike main doors as their access and exit point unless specific authorization has been given by the Events Team.

Spectators
Parents and other spectators will sign facility waivers before accessing Fike. No charge will be assessed by Campus Recreation; however, these event guests are not permitted to use the activity spaces under any circumstance.

Custodians
Custodians may be required for events. These workers are scheduled by the Events Team and billed to the group or organization up to $20 per hour per custodian. During regular operating hours, this cost may be reduced. Duties of the custodians include emptying trash receptacles and recycling carts as they become filled and replacing liners in these containers, cleaning up spills, sweeping gym floors as requested and cleaning and restocking restrooms. If facilities are left in unsatisfactory conditions after an event, as determined by the Events Team, additional custodial charges will apply.

Setup and Cleanup Policies
Campus Recreation will assist in the setup and takedown of events at the cost for student employees.

Recycling
Recycling plastic bottles and containers (identification numbers 1–7) as well as aluminum
cans, foil and food containers in Fike Recreation Center, on the Club Sports and Intramural Sports fields and at the Snow Family Outdoor Fitness and Wellness Center is requested of organizations using facilities and fields. Blue or green recycling carts marked for recycling both plastic and aluminum products are located throughout the building and on the fields. Bottle caps should be removed and disposed of along with other trash in the trash receptacles (located in the same area as the recycling carts) provided for this purpose, bottles and cans should be emptied of all liquids and food containers should be emptied of leftover food. Aluminum products too large to fit in the recycling carts may be stacked beside the carts.

**Emergency Information**

In the event of an injury or illness that may require medical attention, a group representative should notify the Recreation Supervisor on duty at the Welcome Center and provide information about the location of the victim, what happened, the nature of the injury or illness and condition of the victim. The Recreation Supervisor — who is trained in First Aid, CPR and AED — will report to the site, provide assistance, request emergency medical service as needed and obtain required information for completion of an Accident/Injury or Illness report form.

Persons with injuries or illnesses may be transported by University ambulance (911) to a nearby medical facility at their personal expense. With a few exceptions, EMS cannot transport a conscious victim without the individual’s consent. A victim who declines to be transported must sign an EMS waiver to that effect. The University ambulance is staffed with certified emergency medical personnel 24 hours a day.

Medical care off-campus is available at the individual’s expense at the following locations:

- **Clemson Health Center, 885 Tiger Boulevard, Clemson, SC, 864-654-6800**  
  (Hours of operation: Monday–Friday 8 a.m.–8 p.m., Saturday 10 a.m.–6 p.m. and Sunday 1–6 p.m.)

- **Oconee Medical Center, 298 Memorial Drive, Seneca, SC, 864-882-3351**

- **Anderson Area Medical Center, 800 North Fant Street, Anderson, SC, 864-512-1000**

- **Baptist Easley Hospital, 200 Fleetwood Drive, Easley, SC, 864-442-7200**

- **Greenville Memorial Hospital, 701 Grove Road, Greenville, SC, 864-455-7000**
Maps and Contact Info

Fike Recreation Center
110 Heisman Street
Clemson, S.C. 29631
864–656–3453

Intramural Fields
110 Heisman Street
Clemson, S.C. 29631
*Fields located at east and north sides of Fike Recreation Center

Snow Family Outdoor Fitness and Wellness Center
275 YMCA Circle
Seneca, S.C. 29678
864–656–4699