

**UNIVERSITY OF NORTH CAROLINA AT PEMBROKE
ENGLISH E. JONES HEALTH AND PHYSICAL EDUCATION CENTER
POLICIES AND PROCEDURES**

(Revised May 23, 2011)

General Philosophy

The English E. Jones Health and Physical Education Center at UNC Pembroke exists for the students, faculty, staff, and qualified members of the University Community. To that end, it's important that a consistent management/operational plan be in place to maintain safety within the facility, and to minimize disruption of academic classes, scheduled events, etc. Priority use of the facilities (*see below*) reflects the goals and objectives of the University.

PRIORITY USE OF MAIN GYM

1. Academics, to include both classroom and activity classes;
2. Athletic teams for training, practice, and competition;
3. Intramurals;
4. Other University/Community activities that have been properly scheduled.

Note: there is no free play of any sort allowed in main gym unless approved by Athletic Director or Facility Manager.

PRIORITY USE OF AUXILIARY GYM

1. Academics, to include both classroom and activity classes;
2. Athletic teams in championship season;
3. Intramurals;
4. Athletic teams out of season on first come first receive basis;
5. Other University/Community activities that have been properly scheduled.
6. Recreational use, wellness & fitness pursuit, free play, etc;

ELIGIBLE USERS

UNCP students, faculty (present and retired), staff, qualified graduates, and qualified members of the local community, **all of whom must hold a valid UNCP photo ID card;**

Facility UNCP Photo Identification

All qualified facility users must have, and present upon request, a valid, and current UNCP approved photo ID (obtainable at the Business Bldg beside the bookstore). The Facility Manager, Campus Police, Administrators, etc, can, at any time, ask for a proper photo ID check, and if the person(s) doesn't have it, that person(s) can be asked to leave the facility.

GENERAL POLICIES FOR ALL USERS

1. All user(s) assume liability for any and all of their workouts, regardless of facility location;

2. All users must abide by all rules, regulations and policies pertaining to the use of the English E. Jones Health and Physical Education Center;
3. UNCP, nor any of its employees, are responsible for any loss of, or damage to, User personal property;
4. Appropriate dress, depending on the activity, is expected at all times;
5. No weapons, firearms, dangerous items, etc are permitted (except for authorized law enforcement, UNCP security, etc);
6. No pets are allowed inside the facility except for handicap-approved animal helpers (e.g., seeing eye dog)
7. Bicycles, motorized vehicles, skateboards, roller skates, roller blades or other similarly wheeled apparatus won't be allowed in the building. (Wheelchairs and handicapped vehicles are exempt from this policy.)
8. In the event of fire, pull the nearest fire alarm and exit the building by the nearest exit;
- 9. No tobacco products are allowed in Jones Center period.**
10. All students, employees, and valid users with a disability that need personal accommodation needs should contact UNCP disability as early as possible and at least one week in advance of using the center. The University will make a good-faith effort to arrange accommodations for any requests with less notice. Some adaptive equipment is currently available, so you're encouraged to inquire. For more information or requests for recommendations, contact Ms. Mary Helen Walker in Room 111 of the DF Lowry Bldg:
 Disability Support Services
 The University of North Carolina at Pembroke
 PO Box 1510
 Pembroke, NC 28372-1510
 Phone: 910-521-6695
 FAX: 910-521-6891
 TTY: 910-521-6490
 Email: mary.walker@uncp.edu

Personal Conduct Rules and Regulations:

1. Unnecessary excessive noise, racial/sexual innuendos, immature behavior, etc won't be tolerated, and is subject to disciplinary action by UNCP administrators;
2. Anyone deliberately damaging facility property, equipment, etc can be held Financially liable for repair/replacement costs as well as disciplinary actions by UNCP administrators;
3. The opening and/or propping of locked doors (especially after hours) will be considered a serious violation and subject to disciplinary action by administrators;
4. Disrespect and/or disobedience, taking any form, toward any UNCP student worker, Facility Manager, UNCP authority, etc won't be tolerated, and is subject to disciplinary action by UNCP administrators;
5. Profanity will not be tolerated and can be grounds from removal from facility.

Checking Out Equipment

You must present your UNCP photo ID card to the PE Equipment Manager (or authorized UNCP employee) to check out equipment, and then leave such ID in the Equipment Room to insure proper return of equipment. Damaged equipment can result in repair/ replacement fines.

The University of North Carolina at Pembroke Facilities Use policy For External Organizations

Purpose:

This regulation governs the use of facilities at the University of North Carolina at Pembroke Campus or those facilities under the operating authority of the University. This policy applies to External Groups and individuals. This policy imposes limits on the use of University facilities so that these facilities can fulfill their primary mission of teaching, research, and extension.

Definitions:

1. **External Groups:** groups other than recognized student and/or campus organizations that is legally separate from the University, even though some of the members or participants may be University personnel, alumni, or students. External Group may be an individual.
2. **Sponsored External Group:** an external group sponsored by an Affiliated Group. Except with respect to rates charged for the use of University facilities and any additional set-up fees or labor costs, a Sponsored External Group shall enjoy the rights and obligations of an Affiliated Group under this policy. For the purposes of this policy, an Affiliated group is considered to “sponsor” an External Group only if the following conditions are met:
 - a. The Affiliated Group, and not merely a member of an affiliated group, determines to invite the External Group to use the facilities for purposes:
 - i. consistent with the mission of the University, and
 - ii. consistent with the goals and objectives of the Affiliated Group, and
 - b. The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned event or activity, and is not merely lending its endorsement to the External Group. (See Also “Fronting” policy)
3. **Affiliated Group:** is any group established by the Chancellor or established by virtue of an explicit delegation of the Chancellor’s authority to a particular administrator, faculty

member, staff member or to the student body, the faculty or the staff. These include official recognized student organizations, departments, divisions, programs, committees and the Alumni Association.

4. **Non-University Function:** any event, function, or activity that is not a University Function.
5. **University Function:** an activity performed by the University or University Group.
6. **University Facility:** any outdoor space, building, or structure that is owned by the University or operated under University Authority. This regulation does not apply to scheduling of general use academic space (primarily classroom space) for UNCP academic purposes. This function is handled through Academic Affairs. For a listing of buildings and spaces that may be reserved see section (8) eight of this document.
7. **“Fronting” by University Groups:** University of North Carolina at Pembroke faculty, staff students, and student organizations may not reserve any facility on behalf of or for the use of an External Group. University of North Carolina at Pembroke faculty, staff, students and student organizations also may not reserve publicly available facilities on behalf of or for the use of an External Group so the External Group can use the facility at a reduced rate. This conduct constitutes “fronting” and is prohibited. The facility manager may deny or rescind permission to use that facility if it is determined that the use is not primarily for the benefit of the faculty, staff, student, or student group making the reservation. The facility manager may apply the appropriate rate for use of the facility if it is determined that fronting has occurred. The University shall not be held liable or responsible for financial or other damages incurred by an individual or organization whose permission to use a facility is denied, rescinded, or modified (including a rate change), pursuant to this Fronting policy.

Terms and Conditions for the Use of University Facilities:

1. Authority to Schedule Use of Facilities:

Applications for the use of any University Facility must be made directly through the appropriate Facilities Manager (a list is provided). Forms are available by contacting the appropriate facilities manager and can be found on-line at:

http://www.uncp.edu/fm/links/facility_managers.htm

Additionally, applications for facility use must be approved at least two weeks prior to the date of requested use and submitted to the Vice-Chancellor for Student Affairs for approval.

2. Certificate of Liability Insurance:

All External Groups using University facilities shall provide a certificate of general liability insurance listing the University as an “additional insured”. Any exceptions must be approved by the University’s legal council.

Coverage will not be less than:

A. Bodily injury \$500,000.00 each person, \$1,000,000.00 each occurrence

B. \$500,000.00 property damage each occurrence

All agreements with External Groups will include a section requiring that the University be indemnified and held harmless from all liability, loss, damage, costs and all other claims for expenses asserted against that University that may arise during or resulting from approved use.

3. Considerations of application are restricted to:

- A. Groups involved in academic programs, and/or programs promoting the understanding of the Arts and Sciences and/or Economic Development
 - B. State and Federal Governmental Agencies
 - C. Organizations established by and/or financially supported by governmental entities
 - D. Private organizations providing programs which are consistent with the educational, research, and public service missions of the University and which are co-sponsored by the University.
 - E. Non-Profit Organizations whose purpose is of a charitable nature. A letter of exemption from the IRS with an employer identification number must be attached to the application when submitted.
4. Under no circumstances will University facilities be used for personal gain or commercial use.
 5. University programs will take precedence and no External Group program will conflict with any campus function.
 6. The rights to all concessions are reserved by the University and the group or individual will not be permitted to sell any soft drinks, confections, tobacco, or food for consumption on the premises. If souvenirs, records, programs, etc. are sold, the External Group must obtain permission in writing from the University and the University will receive 15% of all gross sales.
 7. The chancellor, Vice Chancellor for Student Affairs, Vice Chancellor for Business Affairs, Facilities Managers, or other delegated University Official shall have free access at all times to all space occupied by the External Group.
 8. At the discretion of the Facility Manager a facility use deposit and/or damage deposit may also be required before the facility is used.

9. The External Group shall not sell more tickets or seat more spectators than provided by the facility as follows:

Capacity

If no capacity is listed below, the capacity will be determined by the set up of the area or type event sponsored.

Grace P. Johnson Stadium

Permanent Seats		2500
Standing room	1500	
Field seating SPECIAL REQUEST ONLY		3000

English E. Jones Health & PE Center

Main Gym		3000
Auxiliary Gym		--
Racquetball Court	--	
Tennis Court	--	
Swimming Pool		--
Classroom 1192		25
Classroom 1194		25
Classroom 1166		25
Classroom 1167		25
Classroom 1168		25
Native Angels Homecare & Hospice Braves Club Room/Conference Room 1106	40	
Dobbs Enterprise Lobby		300
Dance Room 1165		15
Mac & Sylvia Campbell Wellness Center		

Caton Field House

Meeting Room 140	120	
Conference Room 141		15
Conference Room 148		15

Sammy Cox Baseball Field 250 Seats

Lumberton Radiological Association Softball Field 106 Seats

Varsity Grounds Soccer Field --

<u>Lumbee Practice Field</u>	--
<u>Football Practice Fields</u>	--
<u>Moore Hall Auditorium</u>	216
<u>Paul R. Givens Performing Arts Center</u>	1636 Seats
<u>Intramural Field</u>	--
<u>Water Feature & Amphitheater</u>	--
<u>University Center</u>	
<u>Capacities for University Center:</u>	
Room 213	46
Room 233	42
Room 251	45
Cafeteria	390
CDR	48
Faculty Lounge	42
<u>University Center Annex</u>	
<u>Capacities for UC Annex:</u>	
Room 203	24
Room 206	8
Room 217	24
Room 225	8
Annex	240 (banquet)
440 (theatre)	
<u>Native American Resource Center</u>	45
<u>Dial AV Theater</u>	60

Cost

8. The University will be reimbursed immediately after the event according to the following schedule of fees: (All fees listed below are subject to change without prior notice.)

English E. Jones Health & PE Center

Department Chair: Dr. Tommy Thompson
Athletic Director: Dan Kenney
Facility Manager: Tony Chavis

Main Gym		\$350.00 Daily (\$25.00 for game clock and public address operators)
Auxiliary Gym		\$250.00 Daily
Racquetball Court		\$75.00 per Court
Tennis Court	\$25.00 Per Court or \$100.00 daily	
Swimming Pool	\$35.00 daily + the costs for Life Guards	
Classroom 1192		\$75.00 Daily
Classroom 1194		\$75.00 Daily
Classroom 1166		\$75.00 Daily
Classroom 1167		\$75.00 Daily
Classroom 1168		\$75.00 Daily
Native Angels Homecare & Hospice Braves Club Room/Conference Room 1106: \$75.00 Daily		
Dobbs Enterprise Lobby		\$125.00 Daily
Dance Room 1165		\$75.00 Daily
Mac & Sylvia Campbell Wellness Center	-----	

Caton Field House

Facility Manager: Mr. Freddie Bell

Meeting Room 140	\$150.00 Daily
Conference Room 141	\$125.00 Daily
Conference Room 148	\$125.00 Daily

Sammy Cox Baseball Field

Facility Manager: Mr. Dan Kenney \$175.00 Daily

Lumberton Radiological Association Softball Field

Facility Manager: Mr. Dan Kenney

\$175.00 Daily

Varsity Grounds Soccer Field \$250.00 Daily
Facility Manager: Mr. Dan Kenney

Lumbee Practice Field \$175.00 Daily
Facility Manager: Mr. Dan Kenney

Football Practice Fields \$150.00 Daily/each
Facility Manager: Mr. Dan Kenney

Moore Hall Auditorium
Facility Manager: Dr. Tim Altman
\$125.00 per performance
\$50.00 per rehearsal

Paul R. Givens Performing Arts Center

Facility Managers: Ms. Patricia Fields
Mr. David Thaggard

\$500.00 Per Program (up to six hours per day)
\$250.00 Rehearsal (up to three hours per day)
\$150.00 lighting (per day of use – basic illumination on stage)
\$150.00 Sound (per day of use – 2 podium microphones, 2 wireless microphones, and CD or tape player
Auditorium speakers consisting of center cluster and side fills)
\$150.00 Grand Piano (usage fee – tuning not included)
\$75.00 Cleaning Fee (per day) - \$150.00 Extensive Cleaning Fee (per day)

See contract for Enhanced set-up Fees

Holiday Rates:

\$900.00 per performance
\$450.00 per three hour rehearsal
\$150.00 housekeeping fee
\$300.00 extensive housekeeping fee

Intramural Field No Rental Fee for single day use

events

Facility Manager: Mr. Justin Winans Multiple day events may require a rental fee and/or damage deposit

A set up fee may be required

Water Feature & Amphitheater

No Rental Fee

A set up fee may be required

Facility Manager: Student Affairs & Mr. Larry Freeman

University Center & University Center Annex

Facility Manager: Ms. Cynthia Oxendine

RENTAL FEE CHART:

COST FOR EQUIPMENT:

<u>Mall</u>	<u>\$ 50.00</u>	<u>Tripod</u>	<u>\$10.00</u>
<u>Rooms</u>	<u>\$75.00</u>	<u>Piano</u>	<u>\$150.00</u>
<u>Annex Assembly Room</u>	<u>\$250.00</u>	<u>Podium w/microphone</u>	<u>\$ 25.00</u>

**See additional fees below

*Sound System \$100.00

*Includes: 1 Microphone, CD/Cassette Player, Speakers

Basic Services/Equipment included in the above fees:

- 1) Normal Room Clean-Up
- 2) TV/VCR/DVD, Self-Contained Podium w/Microphone, Tripod

**For fees for special private events, i.e., wedding receptions, please contact the UC Director.*

Regional Center sponsored external group rates:

<u>Mall</u>	<u>\$35.00</u>
<u>Rooms</u>	<u>\$60.00</u>
<u>Annex Assembly Room</u>	<u>\$235.00</u>

Native American Resource Center

No Rental Fee

- A set up fee may be required

Facility Manager: Mr. Stanley Knick

Dial AV Theater

No Rental Fee

- A set up fee may be required

Facility Manager: Dr. Dennis Sigmon

Additional fees for set-up may be required and other services will be charged at actual labor cost. Examples include, but are not limited to: Electrical support for sound systems, carpentry requirements, house keeping or grounds services during events.

9. A breakage deposit may be required where the University deems necessary.
10. All equipment, materials, props, etc., brought to the facility shall be removed immediately after the program unless prior arrangement has been made in writing. All above equipment, etc., not removed at the scheduled time will be removed by employees of the University of North Carolina at Pembroke at the expense of the External Group and will be stored by the University at a daily charge of \$100.00
11. The University reserves the right to deny use of its facilities to any applicant when in the judgment of University official such use is not in the best interest of the University.
12. Specific costs for space, equipment rental, and other costs associated with facilities use can be provided by the appropriate facility manager.
13. The actual cost of use by an External Group must be borne by that group or individual rather than paid by student fees or other University (state) funds. Rental fees will be charged to External Groups or individuals to cover the direct as well as indirect costs of operating the facilities and services supporting the rental activity. *No fee will be waved for an External Group.*
14. All necessary UNCP security costs will be assumed by the External Organization or Group. The facilities manager will determine the security requirements of the event. It is the Organization or Group's responsibility to coordinate with the UNCP Police Department and arrange appropriate security. Charges for security are \$20.00 per hour, per Police Officer; excluding holidays (premium pay for Police Officers will be charged on all holidays). All events must be staffed with appropriate security.

**** In the event the Organization or Group does not contact the UNCP Police Department, security will be assigned based on maximum capacity of the facility (indoor and/or outdoor) and high risk. Charges will be assessed accordingly.**

15. Holidays, for the purpose of this policy will include.

New Year's Day
Martin Luther King Jr. Birthday
Washington's Birthday
Good Friday (Friday, Saturday & Sunday)
Easter (Saturday & Sunday)
Memorial Day (Observed day including Saturday & Sunday)
Independence Day
Labor Day (Observed day & Saturday & Sunday)

Columbus Day
Veterans Day
Thanksgiving Day (Thursday, Friday, Saturday & Sunday)
Christmas Day (Including all days the University is closed for employees)

****All Holidays falling on Monday or Friday will include Saturday and Sunday as part of that holiday. Example: Independence Day (July 4th) falls on a Monday, Saturday and Sunday prior to Independence Day will be considered part of the Holiday Weekend and pricing for facilities and staff will be billed at the holiday rate.**

16. The individual representing the Organization or Group whose signature appears on the contract must be present for the entire event or multiple events and is financially liable for all costs associated with the signed contract.
17. Each facility may have additional requirements, terms, conditions and specific costs associated with the use of those facilities.
18. External Groups may not use University phone numbers as a contact number for any event without expressed written authorization from The University of North Carolina at Pembroke.
19. External Groups requiring audio/visual equipment must contact the University Media Center to make appropriate arrangements for the use of such equipment. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required.
20. External Groups may not appropriate or make use of the University's name or any of the University's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested and prior written authorization must be given before any use of such material regardless of the mode of transmission.
21. All University Visitors must abide by the rules, regulations and policies of the University as well as all federal, state and local laws.
22. The use of alcohol is prohibited.
23. Sodexo Marriott Management, as per University contract, has exclusive rights to perform Food Service on or from the premises of the University of North Carolina at Pembroke; therefore, if food items are to be served at an event this must be catered through Sodexo. Sodexo requires 14 days notice for planning and preparation. Catering information can be found on the University web page: www.uncp.edu/dining
24. University Phone numbers may not be used as a contact for any event hosted by an External Group without specific written authorization.

25. The Chancellor or designee may waive the requirements above when the group or organizational event will benefit the University and/or Community.

Facility Use by Qualified Alumni and Community Members

UNCP graduates and/or members of the general community who want to use the facilities are eligible if they:

- (1) pay appropriate fees at the Cashiers Office (*see fee schedule below*);
- (2) User must contact the Facility Manager upon getting their cashier receipt and present it as proof of payment. At that time the Facility Manager will ask the user to sign a waiver-form stating that they understand the facility policies and procedure;

Fee Schedule:

Graduate Individual: \$80 per semester, \$240 per year;

Graduate Family: \$110 per semester, \$330 per year;

Community Individual: \$115 per semester, \$345 per year

Community Family: \$175 per semester, \$525 per year;

Note: all fees do NOT include the \$10 required for the UNCP photo I.D. card. If you lose your card, you will be required to purchase another at the \$10 rate.

Family Members under Age 16:

Family members aged 15 and under must be accompanied by their photo ID card carrying adult family member at all times while in the Jones Facility;

For the children of Faculty/Staff, if they're age 16 or over, they must present their UNCP photo ID at all places in the Jones Facility. For faculty/staff children under age 16, they can enter the facility only if they're constantly accompanied by their faculty/staff adult family member;

Hours of Operation

Facility hours of operation are established each semester of the academic year, and are subject to change based on campus events, athletic contests, community events, etc. The facility generally closes during scheduled holidays and between academic semesters.

Each semester, facility operating hours are posted around the Facility, or can be obtained from the English E. Jones Facility Manager (521-6808)

Specific Rules for the Various Facility Areas

Swimming Pool

1. All user(s) must present a valid, current UNCP photo ID to the lifeguard or pool supervisor upon entering the pool and sign the "Sign-In Log". **Children under 16 must be accompanied by their UNCP photo ID carrying adult family member;**
2. Proper swimwear and standard of dress is expected (e.g., no cut-off jeans);
3. Proper behavior and decorum is expected, and if there's unacceptable conduct, the lifeguard(s), aquatic supervisor, or UNCP authority can ask the disruptive person to leave the pool area; UNCP pool personnel have full authority to enforce any and all regulations deemed necessary to have safe swimming, and can ask non-conforming user(s) to leave the pool immediately; excessive unacceptable behavior is subject to discipline by UNCP administrators;
4. No swimming is permitted if the user(s) has a communicable disease, open wound, sores, etc;
5. Hairpins, hair clips and the like are not allowed;
6. No food, drink, glass containers, pets, nor tobacco products are allowed in the pool area.
7. Absolutely no swimming when lifeguard isn't on duty;
8. No running on the pool deck.
9. No tobacco products are allowed in pool area
10. Profanity will not be tolerated and can be grounds from removal from facility

Racquetball Court Area

1. **No other sport except racquetball** is to be played in the racquetball courts at any time;
2. Courts must be reserved, ideally at least 24 hours in advance, and playing time is scheduled in one- hour segments (*see below how to schedule a court*);

Courts can be schedule by calling either (521-6808 or 6294) or email the Facility Manager (chavist@uncp.edu) or the Equipment Manager (larry.gales@uncp.edu);

3. Safety eyewear is mandatory;
4. Proper footwear and dress is mandatory;

5. No food or drink is allowed inside the actual playing area;
6. Profanity will not be tolerated and can be grounds for removal from facility.

Campbell Wellness Center

1. All user(s) must present their valid UNCP photo ID at the enter desk;
2. Patrons, in all areas of the facility, assume liability for their workout(s);
3. Appropriate athletic apparel must be worn to work out including a shirt, shorts or sweat pants and athletic shoes (open toed footwear isn't permitted);
4. Weights must be returned to their proper racks after use;
5. Patrons must clean all benches and cardio equipment after use;
6. No children under 16 are permitted. Without constant accompanying of their adult family member who has the proper UNCP photo ID;
7. Bags, books, book bags, non essential items, etc should be put in cubby holes located in the fitness center.
8. No food, beverage, or tobacco products are allowed.
9. Weight equipment shouldn't be arranged unless approved by the Facility Manager, UNCP Strength Coach, UNCP Administrator, etc;
10. The use of "spotters" by facility users isn't only wise, but is expected for safety considerations;
11. Inappropriate behavior of any kind, and/or disrespect toward any Campbell Wellness Center student-worker or UNCP authorized personnel on-duty, is subject to disciplinary action by UNCP administrators. Profanity will not be tolerated and can be grounds for immediate removal.

Basketball Courts (both the Main and Auxiliary Gym)

1. Proper gym attire required; i.e., shorts, tennis shoes, T-shirts, etc;
2. No food, drink, or tobacco products allowed in either (exception is food & drink in the main gym for varsity athletic events);
3. No abuse of equipment, especially the basketball rims;

4. Loud talking, screaming, etc won't be allowed due to the close proximity of academic classrooms;
5. No music, radios, CD players, iPods', etc are allowed (exceptions are UNCP faculty or dance/cheerleader coaches who might be teaching class, rhythms, varsity team routines, etc);
6. All personnel utilizing auxiliary gym must present their student ID or valid UNCP photo ID when asked by UNCP personnel. **Any user under age 16 must be constantly accompanied an adult family member when in either gym;**
7. Profanity will not be tolerated and can be grounds for immediate removal.

Sauna

1. Only authorized personnel (defined earlier above) are allowed;
2. No one under 18 years of age may use the sauna;
3. All sauna warning signs must be obeyed;
4. Sauna-use like all locations in the Jones Facility is at your own risk;
5. No paper products/combustible material allowed in the sauna.
6. Profanity will not be tolerated and can be grounds for immediate removal.

How to Request Usage of the English E. Jones Health & Physical Education Center

1. All requests to use the Jones Facility should be directed to the Facility Manager at 521-6808 or in his absence, the Athletic Director, or HPER Chair;
2. The appropriate form [Facility Use Application Form] (see English E Jones Health & Physical Education Center Website for form) is available and should be submitted as early as possible before the intended event week. To help expedite matters, the prospective-user may even call the Facility Manager ahead of time to determine availability of the needed facility area prior to completing the form;
3. All necessary signatures are needed to properly complete the form; e.g., if the pool is requested, then the Aquatic Director must also sign the form as well. After all signatures are obtained, copies will be sent to the involved agencies such as Physical Plant, Campus Police, etc based on the activity and the person who submitted the form;
4. Should any monetary fees be involved, such payment arrangement(s) should go through the UNCP business office.