Field/Court Reservation and Policies

Reservations:
All field and court reservations are taken by the Facilities Scheduler in the Campus Recreation office located in the Student Recreation Center. Appropriate forms are available in the Campus Recreation office during normal University business hours. An electronic request form is available and is preferred method.

The Assistant Vice Provost for Student Affairs and the Director of Intramural Sports reserve the right to reassign and schedule fields and courts based on consideration of academic programs, campus activities, institutional and departmental priority events, group size, and event scope. In such instances, every attempt will be made to include the client and the discussion and provide timely notice.

Getting Started
How do I rent or reserve Campus Recreation Outdoor fields and Courts?
- Online Request form
- In Person at the Campus Recreation office in the Student Recreation Center
- Questions can be answered over the phone at the Campus Recreation Office 885-6353

Approval of outdoor spaces is dependent on priority scheduling, availability, impact to existing programs, scope of event, date requested, and submission date of the request. Events submitted three weeks prior will take priority.

Priority Use
*Outdoor Spaces are prioritized in the following order:*
- University Academic classes
- Campus Recreation Programs
- University of Idaho Departments (ASUI Organizations; Athletic Practices, Housing)
- General Public

*Information needed when submitting a reservation request*
- Preferred days and times (please provide alternate dates and times)
- Number of participants and spectators
- Sponsoring Student Organization, Department Name, or Outside Agency
- Event Contacts (please provide at least two)
- Do you need additional equipment?
- Will you have vendors?

*A complete reservation requires*
- Certificate of Insurance for Certificate Holder
- Payment
- Rental agreement signed.
Additional Field Policies

1. Use garbage cans. Clean up after your program.
2. No motor vehicles on field.
3. Do not dig on field for any reason.
4. No golfing or other activities that will compromise the field surface.
5. Do not hit soft toss into backstops.
6. Do not drink water from sprinklers. The water is effluent.
7. In the case of inclement weather do not use fields. eg. Standing water, snow, soft turf. Using the fields in these conditions causes great damage.
8. Be respectful of other users.
9. Do not paint lines on field unless authorized by the Intramural Sports Director.
10. Authorization of field use does not include bases, watches, bats, or any other equipment. You must make arrangements for these items on your own.

Tennis Court Policies

1. Rules of tennis court etiquette must be observed by all participants (e.g. closing gates, entering the court between points, etc.)
2. Courts may only be used for their designated purpose. No skating activities (e.g. skateboarding, inline skating, etc.) are permitted on tennis courts.
3. Participants are encouraged to play doubles when courts are crowded
4. Proper shoes are required, no cleated shoes or shoes that leave marks.