Introduction
The Student Recreation Fields are managed by Recreation and Wellness Services at Kent State University. These fields, courts, and facilities are designated for scheduled programs and events organized by Recreation and Wellness Services for Kent State University students, faculty, and staff. Unauthorized use of the fields is strictly prohibited.

All participants—including players, coaches, spectators, officials, and guests—acknowledge and accept the inherent risk of injury when entering the field spaces or surrounding areas. Recreation and Wellness Services and Kent State University are not liable for any injuries, deaths, thefts, or destruction of personal property that may occur.

Address
Student Recreation Fields
1575 Johnston Drive
Kent, OH 44242

The Student Recreation Fields includes the following spaces:
1. Multipurpose Fields (soccer size) – 2 lighted
2. Tennis/Pickleball Courts – 2 non-lighted
3. Basketball Court(s) – 2 non-lighted
4. Picnic Pavilion, Restrooms & Equipment Storage Building

Code of Conduct
Using university facilities and fields is a privilege. Participants are expected to act responsibly, respect others, and take care of the grounds, supplies, and equipment. Unacceptable or irresponsible behavior may result in revoked privileges and additional disciplinary action. Profanity, and racial, sexist, or other intimidating language or actions directed at staff, officials, coaches, players, or spectators will not be tolerated and will result in removal from the Student Recreation Fields.

Food and Drink
Food and drink are allowed only in designated areas. Glass containers are strictly prohibited. Unauthorized vending is not permitted without prior written approval from the appropriate authorities. Please dispose of all trash and recyclables in the designated receptacles located throughout the complex.

Alcohol, Drugs, Tobacco, Vaping and Firearms
The consumption or use of alcoholic beverages, illegal drugs, smoking, electronic smoking devices, mod boxes, electronic nicotine delivery systems that create aerosol or vapor, and smokeless tobacco products is strictly prohibited on the grounds of the Student Recreation Fields. Individuals who appear to be under the influence of alcohol or illegal drugs will be asked to leave the facility. Firearms and weapons are also not permitted. Failure to comply with a staff member’s request to leave may result in the involvement of the Kent State University Police Department for removal from the complex.

Pets
Pets are allowed in the spectator areas of the Student Recreation Fields but must be on a leash and under the owner’s control at all times. Owners are responsible for promptly removing and properly disposing of all pet waste.
Trash
Receptacles are provided for the appropriate disposal of trash. Please dispose of trash in the trash receptacles provided.

Vandalism
Vandalism to property, equipment or fields is strictly prohibited and will not be tolerated. Such actions may result in involvement from the police and/or Office of Student Conduct.

Facility Scheduling & Maintenance
Recreation and Wellness Services oversees the scheduling and maintenance of the Student Recreation Fields. Contact Jim Underwood at 330-672-1138 for more information.

Facility Seasons & Hours
The Student Recreation Fields and tennis/pickleball courts is typically scheduled to open the week after Kent State University’s Spring Recess and to close the Sunday before Thanksgiving. This schedule may change based on weather, field conditions, and maintenance needs. Operating hours are set annually and depend on scheduled programs and rentals.

Mandatory Offline Periods
The fields will be scheduled for an offline status several times per year to allow for fertilization, aeration, field maintenance and repair. Standard dates will be during the following time periods:

- **Winterization** – All fields will be offline from the Sunday before Thanksgiving until the final Sunday following Spring Recess. Winter fertilization, aeration, overseeding, spring preparation, spring fertilization, and field maintenance occur during this time.
- **Shut Down Week** – All fields are offline from the Saturday after Spring Final Exams Week through the following Sunday. This offline period aligns with the SRWC annual shutdown. Special approval is required for usage during this week.
- **Orientation Week** – All fields are offline the week before fall classes. Special approval is required for usage during this week.
- **Fertilization Period** – Fields will be offline for 24 hours after fertilizer application. These dates will vary annually, but efforts will be made to minimize disruption of organized activities.

Multi-purpose Fields Use Priorities
The priority list for the Student Recreation Fields will be as listed below unless otherwise noted by the Recreation and Wellness Services staff.

1. **School of Music Marching Band** – will have priority on SRF Field #2 until 5:45 p.m. Monday, Wednesday, Friday, and the two weeks prior to the start of the fall semester from 9:00 a.m. – 9:00 p.m.

2. **Intramural Sports Programs** – will have priority on SRF Field #1 and secondary priority on SRF Field #2. The program schedule is developed annually and revised each semester to meet the needs of Kent State University students, faculty, and staff. Intramural Sports programs include but are not limited to soccer, flag football, ultimate frisbee, special events, etc. The priority times for Intramural Sports programs are 6 p.m. – 12 a.m. (midnight) Monday - Friday, and 8 a.m. – 12 p.m. Saturday & Sunday.

3. **Club Sports Programs** – will have third priority for field and facility usage. The priority list for Club Sports will be:
   a. Soccer clubs
   b. Rugby clubs
   c. Ultimate Frisbee clubs
   d. Lacrosse clubs
   e. Additional clubs (as determined by Club Sports Director)

4. **Recreational Services Programs** – will have fourth priority for field and facility usage.
5. **University Affiliated Reservations** – will have fifth priority for field and facility usage. Examples would include Physical Education classes, Greek philanthropic events, department outings, student organization events, athletic camps, and practices, etc.

6. **Open Recreation** – times will be available when programs or rentals are not scheduled.

7. **Non-University Reservations** – will have the lowest level of schedule priority.

**Tennis/Pickleball Court Policies**
The following policies apply to the tennis/pickleball courts at the Student Recreation Fields:

- All programs hosted by Recreation and Wellness Services take priority over informal usage.
- When courts are not in use by RecWell programs, the courts will observe a first come first served priority list.
- Food is not permitted on the courts.
- Please dispose of any trash properly.
- Non-marking shoes are required.
- Pets are not allowed.
- Roller blades, bicycles and skateboards are NOT ALLOWED.

**Basketball Court Policies**
The following policies apply to the outdoor basketball courts at the Student Recreation Fields:

- All programs hosted by Recreation and Wellness Services take priority over informal usage.
- When courts are not in use by RecWell programs, the courts will observe a first come first served priority list.
- Food is not permitted on the courts.
- Please dispose of any trash properly.
- Non-marking shoes are required.
- Pets are not allowed.
- Roller blades, bicycles and skateboards are NOT ALLOWED.
- Hanging from the rims is strictly prohibited.

**Pavilion Policies**
The following policies apply for pavilion usage at the Student Recreation Fields:

- Reservations are required for group gatherings.
- Open flames are not permitted, unless in accordance with the University Policy Register and Fire Safety Department.
- All trash is to be discarded in the appropriate container.
- NO SMOKING is allowed in the pavilion or in the restrooms.
- No postings or decorations may be posted without prior approval.
- MOVING PICNIC TABLES from the pavilion is prohibited.
- Restrooms will be operated on an automated locking system and will generally open at 8:00 a.m. Monday through Friday and close at the conclusion of scheduled programs or dusk whichever occurs later. Weekend hours for restrooms will generally be in accordance to scheduled use of the facilities.

**Rental Fees & Policies**

**General Rental Information**

- Deposit of 50% contracted fee required for all rentals.
- Hourly fees are a minimum of two (2) consecutive hours.
- Daily rental is considered a period of five (5) consecutive hours or longer.
- The maximum for a daily rental is 10 hours; any time beyond 10 hours is billable at the hourly rate.
- A custodial fee is required for all daily rentals.
- Rentals will be based on previous partnerships with Recreation and Wellness Services.
- All fees are due within 30 days of the conclusion of the tournament and/or event unless prior arrangements are made with Recreation and Wellness Services.

University Affiliated Groups: This category includes fraternities, sororities, student organizations, academic and other university departments, and intercollegiate athletics.

<table>
<thead>
<tr>
<th>Rental Pricing</th>
<th>1 Field</th>
<th>2 Fields</th>
</tr>
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<tbody>
<tr>
<td><strong>Hourly Fee</strong></td>
<td>$50</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Daily Fee</strong></td>
<td>$300</td>
<td>$600</td>
</tr>
<tr>
<td><strong>Lighting Fee</strong></td>
<td>$25/hour</td>
<td>$25/hour/field</td>
</tr>
<tr>
<td><strong>Custodial Fee</strong></td>
<td>$100 (daily rental only)</td>
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<td><strong>Other Fees</strong></td>
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Non-University Affiliated Groups: This category includes non-university groups, athletic camps, and private individuals.

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Additional Information

1. **Insurance Requirements**
The Licensee (Renter) will provide Recreation and Wellness Services at Kent State University with evidence of General Liability Insurance in an amount not less $1,000,000 single limit against claims for bodily injury, death, and property damage, and will name Kent State University/Recreation and Wellness Services as an Additional Insured and/or Certificate Holder.

2. **Lighting Fee**
The lighting fee will be assessed on a per-field, per-hour basis. Lights are paid the full hour to turn on then pro-rated after the first hour. Staff at the Student Recreation Fields will evaluate safety and considerations and may activate or leave the lights on as necessary for the safety of participants and spectators.

3. **Custodial Fee**
The custodial fee covers cleanup, disposal, and paper product expenses associated with facility use. This fee is non-refundable and must be paid at the time of deposit.

4. **Special Lining Fee**
The special lining fee will vary depending on facility rental requests and will cover the cost of professional field marking, including accurate measurements and proper placement of lines. Painting the fields is strictly prohibited. All field markings will be completed by Kent State University staff.
5. **Supervisor Fee**
A supervisor fee of $15 per hour per supervisor is applied for personnel that are scheduled to be onsite during the facility rental. They are responsible for enforcing all policies and procedures. Facility rentals may require more than one personnel onsite due to the size or nature of the event.

6. **Vendor Fee**
Recreation and Wellness Services mandates that vendors or representatives selling items on university property must obtain a license to do so.
- The Licensee (Renter) wishing to sell event or facility rental related t-shirts must pay a $25 licensing fee.
- The Licensee (Renter) permitting businesses to sell items unrelated to their event on university property must pay a daily fee of $50 per vendor for such rights.
- Recreation and Wellness Services retains the discretion to deny permission for vendors and/or Licensee’s to sell items on university property.
- Alcoholic beverages are strictly prohibited from being sold, possessed, or consumed on Kent State University property.
- Rental groups are not granted concession rights; Recreation and Wellness Services retains exclusive rights to sell concessions during rental events.

7. **Unusual Wear & Property Damage Fees**
The Licensee (Renter) listed on the Facility Use Agreement bears ultimate responsibility for the conduct of all individuals affiliated with the rental. Recreation and Wellness Services retains the authority to levy charges or initiate legal proceedings against the Licensee accountable for any abnormal wear and damage to Kent State University property.

8. **Cancellation Policy (Non-Weather Related)**
Decisions to make refunds will be at the sole discretion of Recreation and Wellness Services. Refunding deposits will only be considered if fourteen (14) day notice is given prior to the start of the event. Reducing a two (2) day rental to a one-day (1) rental after the contract has been signed does not reduce the rental amount due. All rental groups will be charged the amount denoted in the contract signed.

9. **Inclement Weather Policy (Hourly & Daily Rentals)**
If the fields are prepared but the event is rained out before it begins, only the custodial and special lining fees will be charged. If the event is rained out during play, fees will be charged for the hours completed and in progress at the time of cancellation. However, there will be no charge for hours scheduled after the cancellation.
- A delay to the start of the event may be made; however, it shall not disrupt the facility’s daily schedule and not exceed two (2) hours. If the delay requires more than two (2) hours for safe-playable conditions, the event will be cancelled.
- If an event for the next day is cancelled the night before due to inclement weather, then the Facility Use Agreement will drop from the original agreement number of days to one less.

10. **Other Fees (Gate Receipts)**
The Licensee (Renter) listed on the Facility Use Agreement may charge a spectator or admission fee to the event without payment of fees to Recreation and Wellness Services. Employees of Recreation and Wellness Services shall not be charged admission.
- The Licensee must set a fair and reasonable admission fee.
- Please understand the Student Recreation Fields are an outdoor facility, and managing spectator or admission fees for an event is challenging due to the open layout on the university campus.
- Recreation and Wellness Services is not responsible for issues, concerns, or discrepancies related to spectator or admission fees.
Risk Management & Safety
Recreation and Wellness Services manages, schedules, and maintains the Student Recreation Fields. To prioritize the health and safety of all participants, spectators, staff and facilities during events, the following procedures have been established.

1. **Inclement Weather** – Conditions which would pose significant risk to participants, spectators, staff, or the physical facilities. Recreation and Wellness Services staff members will make appropriate determinations whether events will continue, be suspended, or cancelled.
   a. **Tornado** – Sirens will indicate when conditions are favorable for tornados, events will be stopped, and participants advised to seek appropriate tornado shelters.
   b. **Rain or Water** – Conditions which are favorable and could lead to ineffective play, injuries, or facility damage through play.
   c. **Snow/Ice** – Conditions which are favorable and could lead to ineffective play, injuries, and facility damage through play.
   d. **Lightning & Thunder** – Conditions which are favorable for severe injury or death, events will be stopped, and participants advised to seek appropriate shelter.

2. **Injuries** – Basic first aid may be provided by the Recreation and Wellness Services staff members; however, staff can recommend that a participant seek advanced medical treatment.
   a. **Non-Life Threatening** – Injuries to include but not limited to bruises, cuts, abrasions, dislocations, broken bones, torn soft tissues, etc.
   b. **Life Threatening** – Injuries where there is a possible risk of significant permanent injury or even death if advanced medical treatment is not immediately received.

3. **Unsafe Field Conditions** – If conditions arise that could pose a significant risk of injury to participants or further damage to the facility or playing areas, events (whether scheduled or unscheduled) may be delayed, postponed, or cancelled until field playing conditions have improved or been satisfactorily repaired. This measure is taken to ensure safe participation and minimize additional damage to the facility or playing areas.

4. **Playable vs. Unplayable Field Conditions** – Unplayable field conditions encompass (but are not limited to) fields exhibiting standing water, inadequate drainage after winter thaw or rain, spongy or squishy surfaces, sinking into the ground upon stepping, excessive evening dew, excessively dry conditions, morning frost, and any other natural or man-made hazard posing injury risk or causing irreplaceable damage to the fields.

5. **Lightning & Thunder** – Lightning poses a significant threat to safety. Recreation and Wellness Services has implemented a lightning policy to reduce the risk of injury to Kent State University students, athletes, coaches, support staff, and spectators. Our staff employs both the Flash-Bang method and a web-based weather monitoring system to track lightning activity. The following guidelines must be followed if lightning and thunder is anticipated in the area:
   a. If inclement weather is forecasted for the area or sighted in the area, a Recreation and Wellness Services staff member will get a lightning update via the internet. Internet sites are as follows: [http://www.weather.com/](http://www.weather.com/) [http://www.intellicast.com/](http://www.intellicast.com/) - regional radar loop (OH -Dayton) [http://www.accuweather.com/](http://www.accuweather.com/)
   b. If the website system does not provide an indication of whether lightning is present, use the countdown or "Flash Bang" method. To use the Flash Bang method, count the seconds from the time lightning/flash is sighted to when the clap/bang of thunder is heard. Divide this number by 5 and equal how far away (in miles) the lightning is occurring. For example, 20 second count = 4 miles. As a minimum, the NCAA, and the National Severe Storms laboratory (NSSL), strongly recommend that all individuals have left the athletic sites and reach a safe location by the flash-to-
bang count of 30 seconds (6 miles). However, lightning can strike as far as 10 miles and it does not have to rain for lightning to strike. Activities will be terminated at the 40 seconds or 8 miles.

c. If lightning is in the immediate area, a RecWell staff member will notify the officials and/or teams as to the status of the inclement weather and of the need to take shelter. Teams may return to the field once the lightning detector has detected no activity in the 3–8-mile range or 30 minutes from the last sight of lightning.

d. Safe structures include enclosed buildings, fully enclosed vehicles with windows up. Unsafe structures include convertible vehicles, golf carts, open fields, dugouts, metal objects (bleachers, near fences or light poles).

Note: Sports with metal equipment, such as baseball and softball bats should be immediately dropped to the ground or metal cleats removed.

6. **Announcement of Suspension of Activity** – Once it is determined that there is danger of a lightning strike, a RecWell staff member will notify the event participants (via audible air horn or whistle).

7. **Evacuation of the Playing Field** – Immediately following the announcement of suspension of activity all athletes, coaches, officials, and support personnel are to evacuate to an enclosed ground structure (vehicles, pavilion, restrooms).

8. **Resumption of Activity** – Activity may resume once a RecWell staff member on duty gives permission. Thirty (30) minutes AFTER the last lightning strike or activity using the Flash Bang-Method.

   - Non-Supervised Activities – NO method of lightning detection can detect every strike nor is prevention from lightning guarantee. However, RecWell encourages all to follow the Flash Bang-Method to monitor the approximation of lightning.

9. **Field Availability Notification System** – Two flag poles, one on each end of the Student Recreation Fields, indicate the availability of the Student Recreation Fields for use. The following coding system has been developed to notify participants, staff, and safety forces of the availability of the fields.

   a. **RED FLAG** – Indicates the conditions of the fields are such that playing on the fields is not advised for safety reasons or are under maintenance and no unauthorized use of the fields is permitted.

   b. **YELLOW FLAG** – Indicates that the fields have scheduled activities during the day and open recreation is not permitted.

   c. **GREEN FLAG** – Indicates that open recreation is permitted during the times this flag is displayed.

**Important Phone Numbers**

<table>
<thead>
<tr>
<th>Police, Fire, Ambulance = Emergency = 911</th>
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<tbody>
<tr>
<td>Kent State Police Services (non-emergency)</td>
</tr>
<tr>
<td>Kent City Fire/Rescue (non-emergency)</td>
</tr>
<tr>
<td>Kent State Parking Services</td>
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*Recreation and Wellness Services reserves the right to modify any policy or procedure within this document to ensure safe and orderly usage of the fields.*