

VII. Facilities

CONTENTS

VII. Facilities 1

 A. **ALCOHOL** 1

 B. **GENERAL USE** 1

 C. **FACILITY SCHEDULING** 15

 D. **PRIORITY USE** 16

 E. **OUTSIDE GROUPS** 16

 F. **GOLF COURSE** 17

A. ALCOHOL

- a. Approval and revision
 - i. Director of Athletics
- b. Policy
 - i. The ICA alcohol policy is derived from University Policy AD18 and the NCAA Manual. The use, possession and distribution of alcoholic beverages are prohibited upon Penn State University property unless specifically authorized. Where use, possession and distribution are permitted, strict compliance with the laws of the Commonwealth of Pennsylvania is required. The possession and use of alcoholic beverages, subject to the laws of the Commonwealth is permitted by persons twenty one years of age or older in a facility licensed by the Pennsylvania Control Board (Beaver Stadium, Bryce Jordan Center and Pegula Ice Arena 2018).

B. GENERAL USE

- a. Approval and revision
 - ii. Senior Associate AD – Capital, Facilities & Events
 - b. Policy
- a. The Building Coordinator for each Department facility and his/her designated representatives have the responsibility and authority to oversee the operation of that facility. They shall enforce the policies set forth below and shall identify and alleviate any conditions that are potentially harmful or dangerous.
 - b. Coaches, instructors, and other facility users and groups shall be familiar with these General Facility Use Policies and the Supplemental Facility Use Policies of each facility they use, copies of which may be obtained from the appropriate Building Coordinator. Special restrictions and instructions may be applied by the Building Coordinator or his/her designated representative.
 - c. Equipment room support must be coordinated through the Equipment Room Supervisor or Building Coordinator.
 - d. Smoking is prohibited at all times in all University facilities. Outdoor smoking is prohibited near building entrances and outdoor air intake louvers. Offenders will be asked to leave the premises without any prior warning.
 - e. Spitting on the floor is prohibited at all times in all Department facilities. Offenders will be asked to leave the premises without any prior warning.
 - f. Except for seeing-eye dogs and other animals used in official events, no animals are permitted in the Department's facilities.
 - g. Generally, use of Recreational Facilities will be subject to the following priority use:
 - 1. University students
 - 2. Faculty/Staff and Retirees
 - 3. Other University-related programs
 - 4. Non-University programs (by special exception only)

- h. Locker Rooms
 - 1. Men's and Women's Faculty/Staff Locker Rooms are maintained in the Recreation Building, Intramural Building, and the White Building, and may be used for a fee. Contact the Building Coordinator or equipment room of the facility for reservation, registration, and guidelines.
 - 2. The locker rooms in other Intercollegiate Athletics facilities are available on a daily basis for students, student-athletes, and those individuals participating in an organized activity.
- i. Equipment Use
 - 1. All equipment may be secured only by use of a current University ID card and must be returned daily. Overnight equipment loans will not be made without prior authorization.
 - 2. Towel service is provided at recreational athletic facility equipment rooms. Towels are provided for use at the Recreation Building and Intramural Building from the equipment room. They must be returned after use.
- j. Lost and Found Items – Consult University Policy AD13, Lost and Found Items, available at <http://guru.psu.edu/policies/AD13.html>.

Facility Scheduling

Use of athletic and recreational facilities is governed by University Policy AD73, Accessing Athletic and Recreational Facilities, available at <http://guru.psu.edu/policies/AD73.html>. The scheduling of Department facilities for events and group use, including University groups such as the University Concert Committee, Artists Series, ROTC drill teams, Associated Student Activities (“ASA”) clubs, Continuing and Distant Education programs, fraternities and sororities, Colloquium, and other groups, is made through the Office of the Associate Athletic Director for Facilities and Operations, 103 Bryce Jordan Center, 814-836-3489. Use of Department facilities is subject to the General Facility Use Policies set forth above, as well as any applicable Supplemental Facility Use Policies, a copy of which may be obtained from the appropriate Building Coordinator.

Athletic facilities, other than those facilities that have an approved rental rate, cannot generally be used for fundraising. However, Department-sponsored programs may use any Department facility for fundraising provided the programs comply with University policies governing fundraising and are approved by the Director of Athletics. Please contact the Director of Development for Athletics for more information concerning athletic fundraising. Special requests for fundraising activities in or on Department facilities must be submitted in writing

to the Associate Athletic Director for Facilities and Operations, 103 Bryce Jordan Center.

The Department reserves the right to cancel or disapprove any or all such requests. No organization other than the reserving organization may use the facility reserved. No organization may turn over a reserved space to another group or individual for their use.

Priority Use by Facility

a. Open Recreation Activity Areas

To determine the availability of recreation activity areas, please consult the current semester schedule for “Open Recreation Hours,” a copy of which is available at the Office of the Associate Athletic for Facilities and Operations. Availability of open recreation activity areas is subject to change depending upon the time slots reserved for varsity practice, intramural events, or other special events.

The open recreation activity areas are open to University students, faculty, staff, other employees, retirees, and their accompanied guests. All other individuals must obtain prior written approval for the use of open recreation activity areas in accordance with University Policy AD73, as cited above.

b. Recreation Building

The following activities have priority use of the Recreation Building, in descending order:

1. Scheduled University classes (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
2. Varsity team practice, competitions, and NCAA championship events;
3. Scheduled intramural events;

4. Department-sponsored club sports (e.g., Sport clubs);
5. Subject to prior approval, special events and non-University athletic sponsored programs; and
6. Open recreation activities. The main gym running track, racquetball courts, and south gym in the Recreation Building are available for open recreation activities.

c. White Building

d.

The following activities have priority use of the White Building, in descending order:

1. Scheduled University classes (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
2. Varsity team practices and competitions;
3. Late Night programs, spirit squad practices, and ability athletics;
4. Department-sponsored club sports (e.g., Sports Clubs);
5. Scheduled intramural events;
6. Open recreation;
7. Recognized Student Organizations, subject to prior approval; and
8. Other programs by exception only.

The gymnastics training complex and fencing room are available by special permission only.

d. Multi-Sport Facility

The following policies and procedures apply to all users of the Multi-Sport Facility. Use of the facility implies acceptance of the operating policies and procedures of the Multi-Sport Facility.

1. Administration

- a. Scheduling and scheduling changes for use of the Multi-Sport Facility must be made through the Associate Athletic Director for Facilities and Operations or the Multi-Sport Facility.
- b. Equipment room support must be coordinated through the Equipment Room Supervisor.
- c. Coaches, instructors, and other facility users must familiarize their group with the operating policies of the Multi-Sport Facility. Special restrictions, due to the nature of particular sport, will be communicated in advance or on site to the coaching staff by the Building Coordinator.
- d. Coaches, instructors, and other facility users should understand that the Building Coordinator or his/her designated representatives have the responsibility and authority to oversee the operation of the Multi-Sport Facility.

2. The following activities have priority use of the Multi-Sport Facility, in descending order:

- a. Varsity practice and competition;
- b. Intramurals;
- c. ICA Club – on a rental basis;
- d. Open recreation – restricted to early morning walking program; and
- e. Others by special approval – on a rental basis.

e. Field Facilities

There are three general classifications of field spaces at Penn State: (1) Varsity Competition Fields; (2) Varsity Athletic Field Facilities; and (3) Recreational Athletic Field Facilities. Varsity Competition Fields and Varsity Athletic Field Facilities are reserved for varsity teams. No other individuals or groups may use those facilities, except by special permission from the Director of Athletics or designee.

The Department is responsible for basic maintenance of these facilities. Additional maintenance requested by any individual or group will be charged to the user's budget. Consult the Maintenance Agreement, a copy of which is available at the Office of Associate Athletic Director for Facilities and Operations, for specific information pertaining to the field maintenance programs.

1. Varsity Competition Fields include:

- a. Beaver Stadium
- b. Jeffrey Field
- c. Medlar Field at Lubrano Ballpark
- d. Beard Field at the Nittany Lion Softball Park
- e. Field Hockey Field

2. Varsity Athletic Field Facilities include:

- a. Outdoor track
- b. Jeffrey Practice Facility
- c. Lacrosse Field at Multi-Sport Facility
- d. Nittany Field Complex (Football Practice Field)
- e. Bigler East

3. Recreational Athletic Field Facilities include:

- a. Intramural Building Field
- b. North, South, and East Intramural Fields
- c. White Golf Course
- d. Bigler West Field
- e. Beaver Stadium West

4. Scheduling priorities for Recreational Athletic Field Facilities are as follows, in descending order:

- a. Classes (8:00 a.m. to 3:35 p.m., Monday through Friday);
- b. Varsity Sports;
- c. Intramural/Club Sports;
- d. University groups by special permission only; and
- e. Non-University groups by special permission only.

f. Intramural (“IM”) Building

1. The following activities have priority use of the IM Building in descending order:

- a. Instructional (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
- b. Varsity, Intramural, and Club Sports;
- c. Open Recreation; and
- d. Other programs (by special permission only).

2. Facility scheduling may be made by contacting the Building Coordinator, Room 4, IM Building.

g. McCoy Natatorium

1. The following activities have priority use of the McCoy Natatorium in descending order:
 - a) Instructional (8:00 a.m. to 12:05 p.m. and 1:00 p.m. to 3:35 p.m., Monday through Friday);
 - b) Varsity sports;
 - c) Intramurals/Club Sports;
 - d) Open Recreation; and
 - e) Other programs (by special exception only).

2. Facility scheduling may be made by contacting the Building Coordinator, McCoy Natatorium.

3. Facility restrictions during Recreational Swimming are as follows:
 - a) The competitive pool is generally reserved for lap swimming.
 - b) The practice pool is generally used for non-lap swimming.
 - c) Running on the pool decks is prohibited.
 - d) Use of fitness loft equipment is restricted to those with memberships.
 - e) Swimming is permitted only when lifeguards are on duty.
 - f) Scuba and snorkel equipment may not be used during public sessions.

4. Field Maintenance

- a. Services

1. The University's Office of Physical Plant ("OPP") is responsible for designing, constructing, and maintaining athletic structures. The Associate Athletic Director for Facilities and Operations is the Facilities Coordinator for the Department, and shall act as the liaison between the Department and the OPP. Work requested through the OPP must be made through Project Requests, Work Orders, and maintenance requests.
2. The University's Office of Purchasing Services has authority to purchase and sign contracts for purchases that are not design and construction-related.
3. The Department is responsible for performing field maintenance on all natural turf fields, golf courses, and event parking areas. The Department also is responsible for minor maintenance of pool operations at the Natatorium, White Building, and training room pools.
4. The Department is responsible for event set-up, after-event cleanup, and laundry services.

b. Requests

Because budget administrators may authorize expenditure against a budget, they may submit a request directly to the appropriate Building Coordinator. Those without direct budget responsibility must seek approval from the budget administrator prior to submitting a request. To save time, it is recommended that those without budgetary responsibility obtain approval prior to contacting the Building Coordinator.

Requests that are known to be routine will be processed immediately by the appropriate Building Coordinator as a work order, maintenance request, or purchase order. Non-routine requests for services must be forwarded through the appropriate Building Coordinator to the Associate Athletic Director for Facilities and Operations, 103 Bryce Jordan Center, 814-863-3489. After determining the availability of funds, the request will be forwarded to the appropriate University department. Records of transactions, including the status of projects and

fiscal documentation, will be maintained in the office of the Associate Athletic Director for Facilities and Operations.

5. Utilities; Janitorial Costs; and Minor, Preventative, and Major Maintenance

The Department has an agreement with the University's Office of Finance and Business ("F&B") that delineates the fiscal responsibilities relating to athletic area and athletic facility maintenance. The agreement allows for the budgeting and expenditure of funds for the maintenance of facilities for varsity and recreational sports and related instructional activities.

a. General Conditions of this Agreement include the following:

1) The University's Office of Physical Plant ("OPP") management personnel and technical service personnel have access to all areas of buildings operated by the Department, except for security areas that may be entered only with the permission of the Department.

2) OPP is responsible for performing scheduled preventative maintenance and, when necessary, other routine maintenance for Department buildings. The Building Coordinator will be kept advised of these services.

3) OPP operates and maintains all utility distribution systems for all Department buildings. This includes the service to the transformer or steam-reducing station, typically at or just before the utility enters the facility.

4) The Department is responsible for the turf management program associated with Beaver Stadium and the turf areas used for other intercollegiate athletic programs, including the specification, use, and maintenance of special equipment required in this program.

5) All University policies concerning OPP responsibility for planning, design, and renovation, or construction of buildings remain in effect. This policy is not intended to change other University policies or procedures. The Department has agreed to provide as much notice as possible for the development of these projects, so that adequate contract documents can be developed to obtain competitive bids.

6) Normal University charging policies will be followed for set-up for special events that are undertaken by OPP personnel.

b. Fiscal Maintenance Responsibilities

1) Athletics Department

The Department is responsible for all maintenance costs, including utilities expense, janitorial expense, and repairs and replacement of building systems for facilities that are under the fiscal maintenance responsibility of the Department.

2) University Vice President for Finance and Business

For facilities under the fiscal responsibility of the Vice President for Finance and Business, F&B is responsible for all maintenance costs, which include: utilities expense, normal janitorial service, and repairs to or replacement of building systems.

c. Fiscal Maintenance Responsibility and Facility Assignment

FACILITY	FISCAL MAINTENANCE RESPONSIBILITY
Beaver Stadium and Ticket Office	Athletics Department
Beard Field at Nittany Lion Softball Park	Athletics Department
Blue Band Building	Finance and Business
Bryce Jordan Center	Finance and Business
East Area Locker Room	Athletics Department
Golf Courses and Club House	Athletics Department
Greenberg Indoor Sports Complex	Finance and Business
Holuba Hall	Athletics Department

Intramural Building	Finance and Business
Jeffrey Field	Athletics Department
Lasch Building	Athletics Department
Medlar Field at Lubrano Park	Athletics Department (and Spikes)
Multi-Sport Facility	Athletics Department
Natorium	Finance and Business
Outdoor Swimming Pool	Athletics Department
Pegula Ice Arena	Finance and Business
Recreation Building	Finance and Business
Shaver's Creek Environmental Center	Finance and Business
Stone Valley Recreation Area	Athletics Department
Tennis Courts-Outdoor Clay	Athletics Department
Tennis Courts-Indoor and Outdoor	Finance and Business
Tennis Center Building	Finance and Business
White Building	Finance and Business

d. Other Fiscal and Maintenance Responsibilities

1) The Department is responsible for the costs to operate the Natatorium indoor pool water treatment equipment. OPP will perform and fund maintenance on this equipment.

2) The Department will provide routine maintenance of the outdoor tennis courts and turf areas used for varsity sports and recreational and instructional programs.

3) The Vice President for Finance and Business will provide major maintenance for the outdoor tennis, basketball, volleyball, and handball courts that are used for recreational and instructional purposes.

6. Facility Damage

Any organization, including both University organizations and outside organizations, using any facility of the University or the Department is responsible for any and all damages to the facility during such use. The organization also is responsible for any incidental or consequential financial loss to the University or the Department due to the temporary closing of a facility to repair any damage caused by that organization. Damages to a facility must be reported to the Athletic Facilities and Operations Office, 103 Bryce Jordan Center.

Any non-University group using University or Department facilities must agree to all applicable University and Department policies to ensure the physical safety of participants and University property and to release the University from any liability in conjunction with the use of the facility. The group must agree to and sign an Indemnification Agreement and must present a certificate of insurance before it is permitted to use any facility. A copy of the completed Indemnification Agreement must be forwarded to the Risk Management Office at the University Park campus. For more information, consult University Policy AD02, Non-University Groups Using University Facilities, available at <http://guru.psu.edu/policies/AD02.html>.

7. Beaver Stadium

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Only University groups and tax-exempt outside organizations that are approved by the Director of Athletics will be permitted to use Beaver Stadium. The scheduling of events at Beaver Stadium is subject to staffing, concession sales, expenses, and other policies and regulations set forth below. The University reserves the right to cancel, postpone, or alter arrangements for any event as necessary

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a. Staffing

1. Staffing will be subject to all applicable University safety regulations and state law, as interpreted by the University Office of Police and Public Safety and the Department of Environmental Health and Safety.
2. A minimum number of first aide personnel, as determined by the University, must be present at each event.

3. A minimum number of ushers, gate keepers, and other crowd control managers as determined jointly by the Associate Athletic Director for Facilities and Operations and the administrative officer of the department or organization, must be present at each event. The ratio of crowd control managers to attendees must comply with the National Fire Protection Association 101, Life Safety Code.
 4. A minimum number of security personnel, as determined by the Associate Athletic Director for Facilities and Operations, is required to be present at each event.
 5. The organization must supply a minimum number of parking attendants, as determined by the Associate Athletic Director for Facilities and Operations.
- b. Sales and Concessions
1. The Department is responsible for concession sales at all athletic contests, except those held in the Bryce Jordan Center.
 2. The Penn State Bookstore is the stadium souvenir vendor. Sale of items by persons other than University personnel in and around Beaver Stadium is prohibited.
 3. The sites of the souvenir items for sale will be restricted to the non-seating areas.
- c. Expenses
1. The University is not liable for any financial losses incurred by the event or the organizer of the event.
 2. Information must be provided in advance to the University concerning all financial arrangements relating to the event.
 3. The organization must reimburse the University for identifiable operating or overhead expenses relating to the use of the facility.
 4. The organization is responsible for any pre- and post-event cleaning costs. The average cleaning cost for typical use will depend upon the amount of time required to prepare and clean the facility.
 5. Organizations are responsible for special custodial costs related to a specific use. Such custodial services will be arranged by the Associate Athletic Director for Facilities and Operations.

d. General Regulations

1. The Associate Athletic Director for Facilities and Operations is responsible for directing the maintenance of the field and/or the facility.
2. Any organization hosting an event at Beaver Stadium must abide by all applicable University policies and procedures, and the laws of the Commonwealth of Pennsylvania.
3. When applicable, the University's name must be used in conjunction with an event held at Beaver Stadium.
4. Upon entering Beaver Stadium, purses, tote bags, and containers are subject to search at the discretion of proper authorities. Bags, including diaper bags, and purses larger than 8 1/2" x 11" x 11", or backpacks may not be taken into the Stadium.
5. Disposable containers are not permitted in the Stadium.
6. Cleanup of the Stadium must be conducted within 48 hours after the event, if conditions permit.
7. At the discretion of the organization, ticket sales may either be handled by the University or through an approved outside vendor.
8. In the event of an emergency, applicable University Safety Policies will be followed. See <http://guru.psu.edu/policies/#SAFETY>.
9. The organization is responsible for providing all equipment, lighting, and other props required for the event. The use of any such equipment, lighting, and other props must be approved by the Associate Athletic Director for Facilities and Operations before the event.

C. FACILITY SCHEDULING

- a. Approval and revision
 - i. Senior Associate AD – Capital, Facilities & Events
- b. Policy
 - ii. ICA building coordinators oversee day to day scheduling aspects of their assigned facilities. Use of Intercollegiate Athletics facilities by University groups may be approved subject to the guidelines established in this policy. Athletic facilities, other than those facilities that have an approved rental rate, cannot generally be used for fund

raising. However, Intercollegiate Athletics' sponsored programs may use any Intercollegiate Athletics facility for fund raising provided the programs comply with University policies governing fund raising, and are approved by the Director of Athletics. Special requests for fund raising activities in or on Intercollegiate Athletics facilities must be submitted in writing to the Associate Athletic Director, 103 Bryce Jordan Center. Intercollegiate Athletics reserves the right to cancel or disapprove any or all requests. No organization other than the reserving organization may use the facility reserved. No organization may turn over a reserved space to the use of other groups or individuals.

D. PRIORITY USE

- a. Approval and revision
 - i. Senior Associate AD – Capital, Facilities & Events
- b. Policy
 - i. Penn State is one of the largest broad based athletic departments in the country and so prioritization of programs is necessary when conflicts arise. These priorities are used in many decisions within Athletics not the least of which is the scheduling of competitive space. In order to ease the coordination of multi-use facilities, it is necessary to establish a priority list for facility scheduling of home athletic events.
 - ii. When facility conflicts develop that cannot be resolved, Sport Administrators will meet with the Sr. Associate Athletic Director for Capital, Facilities and Events who will then make a decision on the facility conflict.

E. OUTSIDE GROUPS

- a. Approval and revision
 - iii. Associate AD – Facility and Event Operations
- b. Policy
 - iv. Penn State Athletics offers the opportunity for interested groups to rent and host their events in athletic facilities when available. General liability insurance, a completed Indemnification Agreement and payment of an approved rental rate plus expenses are required. The athletic facilities that are available for rent are: Beaver Stadium (excluding the field), Field Hockey Complex, Hawbaker Pavilion, Holuba Hall, Jeffery Soccer Complex, Lasch Football Complex, Multisport Facility, Nittany Lion Outdoor Track, Nittany Lion Softball Park, Panzer Stadium, Pegula Ice Arena, Rec Hall and Sarni Tennis Center.

F. GOLF COURSE

- a. Approval and revision
 - v. General Manager of the Penn State Golf Courses
- b. Policy
 - vi. Penn State Athletics offers the opportunity for interested groups to rent and host their events in athletic facilities when available.