

University Student Apartments (USA) Community Center Usage Policies

Everyone who reserves one of the community centers must read and agree to the following set of policies. If you have any questions or concerns, please email community.centers@usa.utah.edu.

1. Only USA residents may make reservations, and only for activities in which they are personally involved.
2. The Community Centers cannot be reserved for commercial sales purposes.
3. The Community Centers are generally available 6:00pm-11:00pm on weeknights and from 8:00am until 11:00pm on Saturdays and Sundays. The scheduling platform will show you all available time slots when the center can be reserved. All activities must end by 11:00pm unless prior approval is given from Resident Council. Request approval by emailing that information to community.centers@usa.utah.edu.
4. New reservations or time changes in existing reservations must be made 10 days in advance. The confirmation email you receive after making a reservation contains a rescheduling link. Residents can make up to two reservations per month. Consistent or recurring use on a daily or weekly basis can be requested by completing [this link](#) and is subject to Resident Council approval.
5. A maximum of 50 people are allowed in a Center at one time.
6. All non-resident guests must park in visitor designated parking. Parking is enforced from 6am until 10pm (7) days a week.
7. Driving in the courts is NOT allowed at any time. All activities must be confined to the Center. Neighboring court playgrounds, basketball courts, etc. may be only be used by the residents living in those courts.
8. Utah Law and University Policy prohibits smoking and/or the consumption of any alcoholic beverages on the premises. Violation of this policy will result in suspension of future use of the Centers.
9. Open flames are not permitted inside the Centers. This includes but is not limited to birthday candles, decorative candles, incense etc.
10. Upon arrival, you will be asked to complete and sign a condition report documenting any pre-existing damages or uncleanliness. After your event, you must clean the Center and put away all equipment and supplies. If it is necessary for USA staff to clean the Center, put away tables, chairs or other equipment, or repair damages, your rental account will be charged for all material and labor costs as determined by USA.
11. USA staff will open the door so you can enter the Center. It is your responsibility to maintain access to the Center throughout your activity. Please do not unlock any of the

Center's doors. You should make sure that there is someone in the Center during your entire activity so that you do not get locked out. In the event you are locked out, you must contact Campus Police (801-585-2677) to open the Center. Your rental account will be charged \$6.00 for this service.

12. You must be at the Center at the precise starting time that you chose in your reservation. If you do not appear at this time, you will be charged a \$6.00 no-show fee. Cancellation of a reservation must be made at least 24 hours in advance, or before 3:00 p.m. on Friday if the reservation falls on the weekend by using the cancellation link in your confirmation email. If cancelling within 24 hours of your reservation time, you will need to email community.centers@usa.utah.edu. Failure to provide appropriate notice or to not show up will result in a \$6.00 cancellation/no-show fee being charged to the resident's rental account.
13. USA reserves the right to cancel community center reservations. If this happens, USA will give notice to the resident that reserved the center via email as quickly as possible so that there is time for the resident to reschedule.

