



RECREATION & WELLNESS

UNIVERSITY OF MINNESOTA

FACILITY RESERVATION

POLICIES, RULES, AND GUIDELINES

UPDATED: June 2026

Reserving Space in RecWell

Priority of Reservation

University Recreation and Wellness facilities may be reserved by user groups for a variety of activities. Reservations are generally made on a first come/first served basis with the following priority:

- Internal RecWell programming which serves the student body.
- Registered Student Organizations and Campus Life Programs of the University of Minnesota
- University of Minnesota departments/academic units.
- General public

Registered Student Organizations and Campus Life Programs may not use open recreation time for their group's activities. The student group must complete a facility reservation in order to use space within the Recreation and Wellness Center, the Field House, the URW Sports Field Complex (Dome), the St. Paul Gym, and the West Bank Fields.

Student Group rental policies (updated)

Registered Student Groups must be registered in GopherLink and maintain good standing with Student Unions and Activities (SUA) to be eligible to reserve space at RecWell. RecWell staff reserve the right to deny reservation requests from student groups that are on probation or not in good standing.

Student groups are limited to three, 2-hour rentals a week, or a cumulative rental time of 8 hours within a week. Additional time may be made available and will be handled on a case-by-case basis as requested

A group practice/meeting is defined as an organized meeting or any gathering by 3 or more members of any one student group, with the intent to practice, rehearse or otherwise meet in regards to the work or business of the group, during “open recreation” time in any RecWell space. We reserve the right to remove a group or its members from the space and limit any future use or rental of our spaces if this policy is violated.

Registered Student Groups and University Departments may not reserve space for other organizations for the purpose of lower rates. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. RecWell reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in RecWell facilities for the organization who holds the reservation, in addition to being charged the higher of the two rate structures.

Facility reservation requests must be submitted to one of the following individuals:

- Assistant Director of Events and Building Operations or Coordinator of Events and Operations
 - Minneapolis Recreation and Wellness Center, Cooke Hall, University Field House, URW Sports Field Complex (Dome), and West Bank Fields.
- Program Director, Aquatics
 - All departmental swimming pools.
- Director of St. Paul Facilities
 - For use of the St. Paul Gymnasium and St. Paul outdoor facilities.
- Reservations may also be requested online on the [RecWell reservation website](#).

Two Week Notice Policy

To process paperwork and acquire the necessary approvals for reservations, we require a minimum notice of two weeks. All paperwork must be turned in two weeks prior to the event. FLOOR PLANS AND LOGISTICS: Floor plans and logistics must be finalized no later than five days prior to the event. There may be additional charges for set-up or logistical changes unless the client notifies RecWell at least five days prior to the event. Large scale events require a minimum notice of four (4) weeks, with final paperwork turned in two (2) weeks prior to the event.

Insurance

Non-University groups (including Registered Student Organizations) must provide proof of commercial liability insurance with a minimum of \$1 million per occurrence with the University of Minnesota Board of Regents named as the primary additional insured. Those groups may

purchase insurance through an approved vendor for the University of Minnesota tenant user liability insurance program (TULIP). Tulip insurance typically costs between \$200-450. Campus Life Programs are exempt from providing additional insurance as they have status as University of Minnesota entities and are insured under the University's insurance program.

Cancellation Policy

The Rec Well Event Staff must be notified immediately if the event is canceled. Cancellation charges are based on the amount of advanced notice. A percentage of the original price quote will be charged based on the number of days in advance of the reservation date that the reservation is canceled or rescheduled. Recwell reserves the right to limit or deny future rentals for groups that cancel multiple rental dates with less than one month's notice, at our discretion.

Cancellation charges will be based on the rental fee and staffing charges.

Notice Given	Cancellation Fee
Fourteen (14) or more days before:	No Fee
Seven (7) to fourteen (14) days before:	25% of quote
Less than seven (7) days before:	100% of quote

If RecWell cancels due to unforeseen circumstances, the rental will not be charged a cancellation fee. If inclement weather prompts the closure of an outdoor facility, the group will be charged for the time they were able to utilize the space. If the RecWell facility does not close but the group chooses to cancel their event, they will be charged the full cost of the reservation.

Payment

Billing will occur after the event. A deposit may be requested at the discretion of the RecWell Event staff. If payment is not received, RecWell reserves the right to refuse future rentals to that customer. An invoice will be emailed after the event to the address that is on file. Campus Life Programs and University Departments must make payment via EFS transfer. Registered Student Groups and external clients to the University can pay via credit card or

check and payment is due upon receipt of the invoice. After hours fees may be assessed for events occurring outside of normal building hours. These fees may include, but are not limited to, overtime labor, cleaning and energy management.

Rental Fees

The length of the rental period charged to the group includes preparation, set-up, and tear-down/clean-up times. The client has exclusive use of the space from the start to the end time indicated on the rental confirmation sheet. No early admittance will be granted. RecWell staff will have the RecWell furniture/equipment setup prior to the start of the rental period. The furniture and equipment request must be made at least 5 days prior to the rental.

Groups that stay past their rental time will incur additional rental charges.

Reservations that fall outside of normal facility hours will be charged an additional \$50/hour.

Discounted Rentals

- University Departments, Registered Student Organizations and Campus Life Programs of the University of Minnesota are eligible for the discounted rental rate noted on our Rental Page
- We do not offer discounted rates to Non-Profit Organizations, Alumni, individual University Faculty/Staff/Students, or other affiliated community members or organizations

Private Fitness Classes

Group fitness classes taught by someone other than a RecWell group fitness instructor are not allowed in the facility unless the target population is non-University participants or the class is exclusively for members of a specific organization (not open to the general student/faculty/staff population). Fitness instructors representing another fitness organization are not allowed at any time. Any non-RecWell group fitness instructor must provide proof of personal liability insurance as well as their instructor certification/credentials.

RecWell can provide group fitness instructors for any group wishing to host a private class in RecWell facilities.

Birthday Party Rentals

Birthday Party rentals valid at the St. Paul Gym only.

Rules & Responsibilities:

- Everyone under the age of 18 must have a Youth Waiver completed by a legal guardian.
- Adults must provide supervision at all times to those under 18.
- No open flames or fire allowed, excluding birthday candles.
- No alcohol permitted anywhere on the premises.
- Renters are responsible for cleaning up the space and placing all trash in the provided containers.
- Renter will be held financially responsible for any damaged or stolen equipment.
- Please refer to the Cancellation Policy, Food Permit, & Decorations sections in this document for additional information.

Event Operation Charges

In addition to the rental fee, the rental group is responsible for all direct labor costs incurred by University Recreation and Wellness that are necessary for the proper operation and maintenance of the facility. These costs include, but are not limited to, facility operations staff, custodians, additional power/electricity, building permits, lifeguards, paramedics, security and traffic personnel, sport officials, etc. The amount of staff assigned to an event will be determined based on the size and nature of the event. Rental groups will also be charged for any special cleaning, maintenance, or repair resulting from the event or activity.

Food Permit

A food permit must be completed 1 week prior to the event to allow for approval by Environmental Health and Safety (DEHS). DEHS reserves the right to approve or refuse any request.

A food permit is NOT required with private events in which the general university community is not invited. The following are examples:

- Faculty or staff campus office, department, student group, or service unit event when the number of attendees is 25 or less.
- Events for when the food is to be provided by, or catered by University Dining.
- Events where only non-perishable menu items or entirely pre-packaged goods are to be served.
- Events such as wedding receptions, club meetings, birthday parties, bar mitzvahs, church meetings, etc., to which the general university community is not invited.

Alcohol Policy

An alcohol permit must be submitted at least fifteen (15) days prior to the event to allow for University approvals. The following must be adhered to:

- The applicant must be present at the event/program and be responsible for the control and serving of alcohol.
- No University budgeted funds may be used directly or indirectly for the purchase of alcoholic beverages. Student activity funds are not considered University funds.
- Alcoholic beverages must not be sold, nor can their cost be included in the price of an admission ticket.
- All state and municipal laws must be enforced, e.g., minors may not be served; no one is to be served who is intoxicated.

The applicant is responsible for:

- Ensuring that the event is legally conducted.
- The conduct of members and guests attending the event.
- All arrangements, including scheduling the room, contacting the head of the unit where the event will be held, set-up, clean up, etc.

- Non-alcoholic beverages must be properly dispensed.
- Glass containers are not allowed in any RecWell facilities.

Weather/Rain Date

RecWell will not guarantee alternate facilities or rain dates. However, we will make every effort to find space or alternate dates. Alternative/indoor facility space must be reserved within 10 days of the event. When reserving an indoor facility for weather purposes, the client will be charged 25% of the reservation cost. If the indoor facility space is used, the customer will be charged the full space rental fee and will not be charged for the RecWell outdoor space. RecWell reserves the right to mandate the time in which rain calls must be made.

Decorations

- The following decorations are NOT permitted in any RecWell facility: Non-enclosed candles, confetti, smoke or fog machines, sparklers, feathers, and glitter.
- Tape or adhesive of any kind is not allowed on any surface unless approved by RecWell Event Staff.
- Any decorations that require clean up by RecWell staff may incur fees.

Table Policy

Table requests in the Minneapolis RecWell lobby must be submitted at least one week in advance to the Events staff at urwevent@umn.edu.

- Upon approval, a table will be set up in a specified location by RecWell staff. The table may be relocated by RecWell staff if deemed necessary.
- Table reservations are charged a flat fee for a maximum of 6 hours.
- The table must be staffed at all times and the organization/group name must be visible.
- Table staff may not actively approach RecWell patrons.

- If conducting academic research, the material must be approved through the RecWell department. All material distributed must comply with University policy on the distribution of information.
- Distribution of sealed, pre-packaged food/beverage is allowed, with prior approval. All other food distribution is prohibited. Coffee cannot be distributed at any time.
- Bake sales are not permitted.
- All materials left behind will be discarded.
- Non-University vendors/companies are not allowed to use a contact table for fundraising or commercial activity.

Collection Bin

Registered student groups and University departments may apply to have a food, book, or toy drive bin located in the main lobby of the Minneapolis Recreation and Wellness Center. It is the responsibility of the organization to maintain the bin.

- Signage and bin must be approved by RecWell staff prior to placing it in the facility.
- RecWell will not provide storage for extra items.
- It is the responsibility of the organization to empty the bin when necessary.
- RecWell is not responsible for the security of the items placed in the bin.
- RecWell reserves the right to move the bin location or remove the bin if deemed necessary

Contact the RecWell Event Staff at urwevent@umn.edu to request a collection bin.

Network Access Policies

Wireless access is provided by the Universities Network and Telecommunication Services Group as is. Access to “Guest” wireless is provided to anyone, by connecting and entering a valid email address.

One wired jack is provided in each Multi-Purpose Room, if it is to be used the computer in question will need to have the MAC address of the computer's Wired Ethernet Port registered with the University to allow access to the internet. If more than one computer/device is being brought in, the renter will be required to provide routers, switches, and cables to connect all the devices. The MAC address of the router's Wired WAN port will have to be registered with the University to allow access to the internet.

All computers must have all OS patches installed and current Anti-Virus running on them. If the University determines that one of the devices is compromised, the jack will be turned off and will be restored at best effort from Recreation and Wellness Staff and the Office of Information Technology.

Storage and Delivery

Event items can be stored at RecWell one business day prior to the reservation and one business day after the reservation for no fee. There is a \$25/day fee for each additional day of storage before or after the reservation.

The Assistant Director for Events and Building Operations will determine any policies or procedures concerning the scheduling of events that are not stated here.