

FOR UNIVERSITY COUNCIL REVIEW

Current Policy found here: [Sports Facilities Policy Manual - MSU Policies and Procedures | Montana State University](#)

Major revisions to this policy include:

- Updated the facilities list that clarifies which spaces are managed by Sports Facilities. This was necessary due to recent construction and changes to buildings and spaces.
- Updated titles and offices referenced in this policy due to restructuring and reorganizations of some units.
- Removed attachments and referred to them within the policy.
- Removed some procedural processes that do not need to be embedded in the policy.

Sports Facilities Policy

Policy: Sports Facilities

Revised: August 9, 2023

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Responsible Party: Sports Facilities

CONTENTS

100.00 Introduction and Purpose

200.00 Sports Facilities Buildings and Outdoor Facilities

300.00 Scheduling Policies and Procedures

400.00 Use of Facilities

100.00 Introduction and Purpose

Sports Facilities buildings and outside facilities are multi-purpose and meet the varied needs of the campus and the community. These policies are in place to create a safe and positive experience for the users of these spaces.

200.00 Sports Facilities Buildings and Outside Facilities

MSU facilities that are managed and scheduled by the Sports Facilities Department are listed below.

200.10 Brick Breeden Fieldhouse

- Worthington Arena
- Hall of Fame
- Visitors' Locker Rooms 122, 123, 124, 127
- Staff Locker Rooms 125, 128 and 130
- Varsity Locker Rooms
- Bobcat Strength and Conditioning Center
- Sports Training and Rehab Center
- Taping and Equipment Dispersal Area
- South Ticket Office
- Academic Center

200.20 Bobcat Stadium

- Stadium Club Room
- Stadium Corporate Room
- Visiting Team Locker Room
- Bobcat Ticket Office inside BAC
- Martel Field
- Press Box
- Sky Suites

200.30 Outdoor Facilities

- 7th & Kagy Fields
- Football Practice Fields
- Anderson Tennis Facility
- Track and Field Complex

200.40 Additional areas not defined above or that have special requirements

- Athletic office complexes, fueling station, equipment and laundry rooms located in the Brick Breeden Fieldhouse are not available to schedule.
- The Bobcat Athletic Complex is managed by MSU Athletics. This is not a facility that is operated or scheduled through Sports Facilities.

- Campus Recreation is responsible for operations and maintenance of the Student Wellness Center (including North Dome, South Dome and Shroyer Gym). Sports Facilities is responsible for scheduling those spaces.
- Lambert Fields are primarily scheduled by Campus Recreation. Sports Facilities does manage reservations on the Lambert Fields that are related to summer conferencing and summer camps.

300.00 Scheduling Policies and Procedures

Sports Facilities is responsible for scheduling all of the spaces as outlined in section 200.

310.00 Categories of Users for Reservations

The following categories of building users have been established to provide guidelines for Sports Facilities scheduling.

Category I

- Intercollegiate Athletics- Resident
 - MSU Rodeo – Became part of MSU Athletics in July 2021.
- Student Wellness - Resident
- Department of Health and Human Development- Resident
- ASMSU
- University Community
- Registered Student Organizations
- Alumni Office
- University Foundation
- Administrative, faculty, staff, and department activities conducted as the business of the University (i.e. student recruitment, registration, commencement, etc.)

Category II

- Administration, faculty, staff, and department activities that are not directly connected with the regular business of the University
- University Guests
- Local, state, and federal government agencies unrelated to the University
- Community organizations
- Regional, national, and international organizations
- Commercial organizations

320.00 Rental Charges and Fees

Charges for use of Sports Facilities will be based on the following:

Category I

- No room/space rental fees shall be charged for regularly scheduled instruction, varsity athletic practices, varsity team meetings, Campus Recreation activities, sporting events, or open gym programs. No custodial fees or event staff fees will be charged provided that the events occur during regular building hours and for events require no special set-up.
- No room/space rental fees shall be charged for regular season intercollegiate athletic contests. Fees may be assessed for custodial, setup/teardown labor and event staff to support the event.
- No room/space rental fees shall be charged to users provided that groups do not charge admission or assess fees for the events, except in the Hall of Fame Room, the Stadium Corporate Room, and the Stadium Club Room, which have fees for all non-resident users. Fees may be assessed for custodial, setup/teardown labor and event staff.
- When admissions, assessments, or fees exist, even if they are meant just to cover costs, a rental fee will be charged. Fees will also be assessed for custodial, setup/teardown and event staff. The exception is that a Sport Club may have a fundraiser once per year, where they can charge a fee and not have to pay rental. Custodial, setup/teardown and event staff labor charges would still apply for these fundraisers.
- Failure to comply with rental/use agreement terms and conditions may result in the loss of rental privileges.

Category II

- Not-for-profit events shall be charged hourly or daily rental fees. Fees will also be assessed for custodial, setup/teardown and event staff required.
- For-profit events such as concerts or trade shows will be charged full daily rates that will include custodial setup/teardown and event staff fees if required.
- Rental rates for long term events and/or special circumstances may be arranged with the Director of Sports Facilities.
- A current rental rate schedule will be maintained and available to all interested parties.
- Generally, a sponsored event must have some relationship to the sponsor's stated purpose. Sponsoring organization members must be directly involved in the planning and direction of the event in order to be exempted from room/space rental charges. When room/space use is obviously being sponsored by an organization for purposes of avoiding or reducing room/space rental rates, the sponsoring organization will be charged the full daily rental rate.
- Failure to comply with rental/use agreement terms and conditions may result in the loss of rental privileges.

330.00 Scheduling Priorities

330.10 Regularly Scheduled Athletic Practices, Intramurals, Instruction, and Meetings

Resident groups in Category I will be scheduled into the facilities in accordance with the Priorities Schedule which is managed by Sports Facilities in conjunction with our resident users.

After Category I groups are scheduled, Category II groups will be scheduled on a first come first served basis.

330.20 Exceptions

- Intercollegiate Athletic Contests
- Special Annual Category I Events (including but not limited to: Commencement, Convocation and Orientation.)
- Special Category II Events administered by Sports Facilities (including but not limited to: concerts, trade shows, etc.)
- ASMSU Concerts
- Additional exceptions may be made by the Director of Sports Facilities in collaboration with Sports Facilities residents.

340.00 Scheduling Procedures

340.10 Regularly Scheduled Events

Residents will submit, in writing, their facility-use schedules for the academic semester or summer, in accordance with the Priorities Schedule.

Clubs/Registered Student Organizations may schedule with Campus Recreation within blocks of time set by Campus Recreation in accordance with the Priorities Schedule.

Residents must notify the Sports Facilities Office of changes in the regular schedule that could make additional time available to other users.

After Category I residents' schedules are established, the Sports Facilities Office will make every effort to accommodate other Category I and Category II requests as completely as possible, in order of priority.

340.20 Exceptions

Requests for exceptions should be made, in writing, to the Director of Sports Facilities.

If the request meets the criteria for normal exceptions listed above, the event will be scheduled. The Director or designee will discuss the event(s) with affected users prior to scheduling if possible. Those who do not meet the criteria will be reviewed in consultation with affected Category I residents and a decision to schedule or deny will be made by the Director of Sports Facilities.

Special events (ex. NCAA events, MSU rodeo, MSU Pow Wow, concerts and other shows) may make reservations up to five (5) years in advance if necessary to assure event may be held in the facility.

Room/space scheduling privileges may be denied to any user who abuses the above policies by making long-term room/space reservations (beyond one academic semester) in bad faith for the purpose of holding facilities without having a planned event scheduled. All Category II users will be required to have a contract with Sports Facilities.

Category II users making long-term reservations (beyond one academic semester) may be required to submit a deposit on all rooms/spaces that have been definitely confirmed. The deposit will go toward room/space rental charges unless the event is canceled.

340.30 Conflicts

While Intercollegiate Athletics are offered priority under this policy, exceptions made within the scheduling guidelines may cause conflicts. The following procedure will be followed in an effort to resolve them.

Whenever possible, resident users will accommodate regularly scheduled activity in the space and times that remain available to them.

When accommodation is not possible, the Director of Sports Facilities will make every effort to explore alternatives with conflicting groups.

The Director of Sports Facilities in consultation with the impacted user groups will come to agreement on a resolution.

340.40 Cancellation

When a user schedules and confirms weekly or biweekly meetings for an academic semester or longer, there will be an administrative charge to reschedule such meetings to another date and time.

When a user schedules and confirms a room/space and does not cancel the room/space 24 hours prior to the scheduled meeting or does not show for the meeting, the user will be charged for all room/space set-up plus a percentage of those charges as a late cancellation penalty.

Once space has been released, that space is no longer guaranteed to the original users.

Cancellation of an event that requires a deposit to hold a date will result in forfeiture of the deposit if cancellation occurs less than thirty (30) days prior to the first reserved date.

400.00 Use of Facilities

410.00 Tobacco

All Sports Facilities will be operated in a manner consistent with the [University Tobacco Free Policy](#).

420.00 Animals

Animals, except for service animals, are not permitted in Sports Facilities unless permission is specifically granted in the Contract/Facility Use Agreement. All therapy and companion animals must abide by the Therapy and Companion Animal Accommodation Procedures.

430.00 Bicycles, Skates, Skateboards

Bicycles, in-line skates, skateboards, etc. are not allowed in Sports Facilities at any time except when such activities are part of an event presentation and have been approved by the Director of Sports Facilities. Bike racks are provided at entrances.

440.00 Food and Beverages

All food sold or catered in the Sports Facilities spaces must be arranged through University Catering or Concessions.

All food served or brought in must meet state and federal guidelines.

Donated food is not generally allowed in Sports Facilities spaces. The Director of Sports Facilities has the authority to approve exceptions.

All users must comply with the university beverage contract.

Groups bringing in outside food and samples for events such as tradeshow must complete a Temporary Food Vendor Application and have it approved by the University Sanitarian prior to event starting.

440.10 Alcohol Policy for Events with Alcoholic Beverage Service

Sports Facilities users must comply with institutional policies around the authorization, approval process, use of an alcohol vendor and exceptions as they exist in the [MSU Facilities Manual section 890 and 1091-1094](#). In addition, users are expected to comply with the [Campus Alcohol and Drug Policy](#).

450.00 Ticketing Services and Box Offices

Sports Facilities requires the use of the Bobcat Ticket Office for all event ticketing at events in the Brick Breeden Fieldhouse.

If use of an outside ticket service is requested and approved by the Director of Sports Facilities, details and procedures will be coordinated with the Bobcat Ticket Office Manager. Generally, this is only allowed for smaller events at Bobcat Stadium.

For contracted events that open to the public, there will be a facility fee assessed to the cost of the event.

460.00 Audio Visual Equipment

Sports Facilities can provide equipment and services that complement its multi-service facility concept. Audio-visual equipment and services are available to all users of Sports Facilities. Their rental can be arranged through the Event Manager or Tech Director.

The person who reserves the equipment will be responsible for its proper operation and care during the reservation period. Damages to equipment will be charged to the person or organization that had the equipment reserved during the time period it was damaged.

No equipment is to leave the building unless permission is granted from the Sports Facilities Director. Audio-visual equipment and rigging equipment is to be used only in conjunction with meetings or events scheduled by Sports Facilities.

Equipment rental rates will be established and changed when necessary by the Sports Facilities Director. Such charges will be assessed to all Category I and II non-resident users.

The equipment must be operated by trained personnel in its proper operation and care and its use approved by Sports Facilities staff.

470.00 Advertising

Any advertising, including banners, signs and sponsorships to be placed in a facility in conjunction with an event must be approved prior to the event by the Director of Sports Facilities.

480.00 Fund Raising/Merchandise Sales

Sports Facilities recognizes the need for University organizations to raise money to support those organizations. Sports Facilities will make every attempt to accommodate sales, which conform to the University's policies regarding sales, promotion and commercial activities in the [facility user manual](#).

When a merchandise agreement exists between Sports Facilities and an approved vendor, all users must comply with that contract.

480.10 Marketing, Promotions, and Solicitations at Intercollegiate Athletic Events.

Community groups and campus groups may request permission to conduct raffles, sell discount cards, etc. at intercollegiate athletic events. Because these requests are numerous and may conflict with other similar efforts, the following policies are in effect:

- Groups must submit a formal written request to the Athletic Director or designee to market, promote or solicit.
- No more than one outside group will be given permission for any one athletic event.
- No permission will be given for Homecoming, Bobcat-Grizzly, Big Sky Conference Tournament events or NCAA tournament games.
- The marketing/promotions/solicitation must be conducted outside the Fieldhouse or Stadium (outside the gates) at a pre-determined site(s) specified by Sports Facilities.
- Marketing/promotions/solicitation may only be conducted from tables at the predetermined site(s); no "working the crowd" or parking lot solicitations are permitted.

480.20 Distribution or Sale of Literature and/or Solicitation of Signatures (Petitions)

Sports Facilities provides space for the distribution of literature and/or solicitation of signatures (petitions) by recognized University organizations. Distribution or solicitation is permitted for noncommercial handbills, leaflets, petitions, and similar materials in areas of Sports Facilities that do not impede access to the building.

Distribution or solicitation privileges within the buildings are limited to student organizations registered with the Office of Student Engagement, Montana State University—Bozeman, University faculty or staff groups, and non-University organizations which have received approval for use of University facilities.

The literature distribution or solicitation of signatures (petitions) policy is designed to maintain the free flow of traffic within the building and to prevent such activities from interfering with the orderly administration of University affairs.

No electronic voice amplification devices are permitted at the tables.

All distribution and displays must be confined to the designated areas. Materials and posters may not be mounted on building walls, woodwork, etc.

Sale or distribution of food or beverages is not permitted from distribution areas.

Distribution tables are solely for the distribution of literature, solicitation of signatures (petitions), information, and promotional activities. Users must maintain a quiet, orderly, and uncongested atmosphere and avoid interference with the right of others to distribute information. Violations may result in the withdrawal or suspension of the privileges to distribute literature or solicit signatures (petitions) in the building.

The Director of Sports Facilities will have full authority in this regard. Registered student organizations that may wish to sell articles of value must complete a "Request for Merchandise Sales" form.

Any material taped to a table must be removed fully when the organization leaves. If not, the organization is subject to possible loss of rights to use literature tables in the future.

A representative of the group using the table must remain at the table for all hours of use.

490.00 Outdoor Programming

Sports Facilities will notify all appropriate parties regarding all outdoor activities.

Events with amplified sound are permissible on all Sports Facilities outdoor spaces with consideration given to time of day, volume and type of activity. The Director of Sports Facilities must approve amplified sound.

Any event/program that requires digging holes or driving stakes into the ground (no matter how shallow) must receive explicit permission from Facility Services. Fees will be assessed to the event organizer for any damages. It is the event organizer's responsibility to call 811 and have all locates completed before digging or driving stakes in the ground.

491.00 Political Campaigning

This policy governs all political campaign activities, including ASMSU campaigns, unless otherwise noted, conducted on University property subject to the requirements stated in this manual and in accordance with the Facility Use Manual.

491.10 Political Campaigning Requirements

Campaign activities may be conducted in accordance with [MSU Freedom of Expression Policy](#). No campaign activities are allowed within the fenced enclosure of the stadium or inside the Brick Breeden Fieldhouse without a written facility use agreement.

Within all other areas of Sports Facilities, no campaign activities are allowed, except as permitted for official university student affiliated groups or the Freedom of Expression Policy.

491.20 Political Campaigning Restrictions

Political campaigning may be conducted in those areas permitted above only if the activities do not impede pedestrian and vehicular traffic and do not disrupt the programs and activities of the University. The use of public address systems outside of University buildings is prohibited, except with the written permission of the appropriate University official.

If a political campaign activity is disrupting any University program or other official activity, the campaigner(s) shall be asked to cease activities and/or leave the premises.

491.30 The following restrictions on the distribution and posting of printed campaign materials apply:

No distribution is allowed within the Fieldhouse or Stadium, except materials pertaining to the event distributed by the University or by a private organization which has leased the facility with written approval of the Director of Sports Facilities or designee.

The placement of printed materials, writing, or other tangible means of expression must comply with the [Freedom of Expression Policy](#).