

UNIVERSITY OF PITTSBURGH POLICY 04-01-04

CATEGORY: FACILITIES
SECTION: Control and Assignment
SUBJECT: Use of University Athletic Facilities
EFFECTIVE DATE: June 4, 1989
PAGE(S): 5

I. SCOPE

This policy applies to all University Athletic Facilities administered by the Facilities Coordinator, and establishes responsibilities, priorities, and guidelines for the use of those facilities by members of the University community and external organizations.

II. POLICY

Administrative Responsibilities

The Executive Vice President, or his designee, is responsible for regulating the use of University Athletic Facilities, with the assistance of the Facilities Usage Committee and the Athletic Facilities Coordinator.

The Facilities Usage Committee, an advisory body to the Executive Vice President, (or his designee), is composed of one representative from each of the following administrative offices and University committees who are primarily concerned with the use of University athletic facilities:

Athletic Department

Physical Education Department

Leisure Learning

Student Affairs

Committee Representative

Senate Athletic Committee

Physical Plant

The Facilities Usage Committee is responsible for advising the Executive Vice President (or his designee) and the Athletic Facilities Coordinator on the development, implementation and interpretation of policies, regulations and procedures to govern optimum and safe use of University athletic facilities; regularly reviewing and evaluating existing policies, procedures and regulations governing the use of University athletic facilities and recommending revisions to the Executive Vice President (or his designee).

The Facilities Coordinator, appointed by and responsible to the Executive Vice President (or his designee), is responsible for interpreting and implementing policies, procedures, regulations, and priorities as formulated by the Facilities Usage Committee and approved by the Director of Athletics; receiving and acting on requests for use of athletic facilities; coordinating and maintaining a master schedule for the use of athletic facilities; conducting research on facilities utilization patterns and maintaining current data based on use of facilities; mediating schedule conflicts in accordance with facility usage policy; and serving as the staff coordinator of the Facilities Usage Committee.

Priorities

Trees Hall, Playing Fields (excluding the football practice field), and Outdoor Tennis Courts

In the scheduling of Trees Hall facilities, the playing fields and tennis courts, first consideration should be given to those programs of the University that directly benefit the educational and professional advancement of students. These include, in order of priority, the basic instruction and undergraduate and graduate teacher education programs of the Department of Physical Education, followed by other programs that served the University community. External groups may be accommodated on a space available basis if they meet the criteria defined below.

The following priorities govern the assignment of these facilities:

1. Basic instruction programs
2. Teacher education programs
3. Intramural programs and recreational activities
4. Intercollegiate athletic programs
5. Leisure-Learn Programs
6. University Summer Sports Camps
7. Pitt Informal Programs
8. Office of Student Affairs Approved Student Organizations
9. External groups

Stadium Field House and the Football Practice Field

In the scheduling of facilities located in the Stadium and in the Field House, first priority is given to the intercollegiate athletic program, since these facilities were built primarily for this purpose. These facilities will be made available for other programs of importance to the University community when not required for use by intercollegiate athletics. The following priorities apply to the assignment of these facilities:

1. Intercollegiate athletic programs
2. Intramural programs and recreational activities
3. Basic instruction programs
4. Teacher education programs
5. University Summer Sports Camps
6. Leisure-Learn Programs
7. Pitt Informal Programs
8. Office of Student Affairs Approved Student Organizations
9. External Groups

Indoor Tennis Courts and Practice Facility

In Scheduling the use of the Indoor Tennis Courts and Practice Facility first consideration is given to the intercollegiate athletic program, since this facility was built primarily for this purpose. This facility will be made available for other programs of importance to the University community when not required for use by intercollegiate athletics. The following priorities apply to the assignment of these facilities:

1. Intercollegiate athletic programs

2. Basic instruction programs
3. Teacher education programs
4. Intramural programs and recreational activities
5. University Summer Sports Camps
6. Leisure-Learn Programs
7. Office of Student Affairs Approved Student Organizations
8. Pitt Informal Programs
9. External Groups

The Facilities Coordinator shall exercise discretion in applying these priorities to insure the effective use of athletic facilities.

Stadium Top Lights

These lights are to be used for intercollegiate athletic programs only.

University of Pittsburgh Student Organizations

University of Pittsburgh Student Organizations requesting the use of these facilities must be organizations certified by the Vice President for Student Affairs.

Student organizations must submit their request for facilities use through the Office of Student Affairs. See Procedure 04-01-03, Use of University Athletic Facilities.

Liability Insurance

All external groups and all University Club Sport teams must present evidence of carrying liability insurance as specified by University Counsel.

University Summer Sport Camps

The Athletic facilities will be made available free of charge to Head Coaches of varsity teams to operate University approved summer sport camps.

All financial matters pertaining to these camps must be transacted through the Business Office of the Athletic Department.

All dates for the operation of summer camps must be approved in advance by the Facilities Coordinator.

Participation in University Conferences and Workshops

All participants/guests in University sponsored conferences and workshops of four or more days length will be entitled to use those athletic facilities available to faculty and staff, but only during the time in which the facilities are available to our faculty and staff.

Facility Passes for these persons will be issued by the Facilities Coordinator. See Procedure 04-01-05, Facility Passes.

Use of University Athletic Facilities by External Groups

Current athletic facility utilization patterns enjoin the University of Pittsburgh to impose limitations on the consideration of requests by external groups to utilize University athletic facilities. The major criteria for limitation in this instance will be:

- Date

- Space availability
- Appropriateness of use

Among external groups, priority is given to athletic organizations of other public educational institutions such as WPIAL, especially where facilities adequate to meet their needs are not available elsewhere.

All requests by external groups will be given fair and impartial evaluation. No groups should assume, ipso facto, that prior utilization of University athletic facilities will guarantee future approval for such use.

University athletic facilities may not be used by external groups for private fundraising activities for which the University is not the direct beneficiary.

All external groups must sign and return the necessary contracts in advance of the date of the event. See Procedure 04-01-04, Use of University Athletic Facilities.

An appropriate charge will be made for use of University athletic facilities by external groups as determined by the Director of Athletics.

Recreational Use by Faculty, Staff, and Students

University of Pittsburgh Trees Hall, Field House and Stadium facilities are available for faculty, staff, and student recreation.

These facilities include:

Basketball floors in the large gym

Small gym

Swimming pools

Handball and racquetball courts

Trees Hall weight room

Basketball in the field house

Field house track

Squash courts

Tennis courts

Stadium track

The Athletic Facilities Coordinator issues a schedule each term of available times for use of these facilities. A valid I.D. card is required for use of all facilities. Guests are not permitted in facilities, other than the pool.

III. REFERENCE

[Procedure AO 42, Use of University Athletics Facilities](#) (formerly 04-01-04)