

UNIVERSITY OF PITTSBURGH PROCEDURE 04-01-04

CATEGORY: FACILITIES
SECTION: Control and Assignment
SUBJECT: Use of University Athletic Facilities
EFFECTIVE DATE: June 4, 1989
PAGE(S): 2

I. PURPOSE

To provide the steps for requesting use of University Athletic Facilities by members of the University community and external organizations.

II. SCOPE

This procedure applies to all University Athletic Facilities administered by the Facilities Coordinator.

III. ADMINISTRATIVE RESPONSIBILITIES

The Facilities Coordinator will review all requests for use of University athletic facilities in respect to the time and space availability and appropriateness based on the priorities outlined in Policy 04-01-04, Use of University Athletic Facilities.

The Director of Athletics considers appeals of requests denied by the Athletic Facilities Coordinator.

The Executive Vice President considers appeals and makes the final decision on requests denied by the Athletic Director.

IV. PROCEDURES

A. Requesting Use of University Athletic Facilities

Requester

1. Contact the Office of the Athletic Facilities coordinator to obtain the appropriate forms for requesting use of athletic facilities.
2. Complete and FORM 0038 PITT 5001, Athletic Facilities Request (Exhibit A) as instructed in the Form Instruction Guide.
3. Forward completed form to the Athletic Facilities Coordinator.

Athletic Facilities
Coordinator

4. Review all requests.
5. Refer to the Facilities Usage Committee for consideration any request of an unusual character.
6. Approve or deny the request.

B. Appealing Denied Requests

Requester

1. Appeal denied request to the Facilities Usage Committee.

Facilities Usage
Committee

2. Submit recommendation to the Director of
Athletics.

Director of Athletics

3. Approve or deny the request.

Requester

4. Appeal request denied by the Director of Athletics
to the Executive Vice President.

Executive Vice
President

5. Made the final decision on the request.

V. EXHIBITS

[Exhibit A - FORM 0038 PITT 5001, Athletic Facilities Request](#)

[FORM 0038 PITT 5001 Form Instruction Guide](#)

VI. REFERENCE

[Policy AO 42, Use of University Athletic Facilities \(formerly 04-01-04\)](#)