



Reservation and Event Policies

Guidelines

Outdoor Adventures manages outdoor and indoor spaces at Lakeside Village that include the sand volleyball courts, the Spruance Outdoor Gym, the Hammock Garden, and the Bocce Ball pit, and climbing wall. These spaces are intended for informal recreation purposes by Lakeside Village residents and the UM community. In addition to these uses, limited use is allowed by the UM community.

This document and the attached rental rates will help you plan your event and submit your request. Please contact adventures@miami.edu with any questions.

Reservation Process

1. Student Organizations, UM Departments, and community partners can request space by completing the online “Request Reservation” form at <https://wellness.studentaffairs.miami.edu/reserve>.
 - a. This is only a request and does not guarantee the availability of the space.
 - b. All UM student organization and department reservations must be submitted online by a UM student, faculty, or staff member using their official Cane ID information in order to complete the request.
2. Outdoor Adventures team reviews the reservation request, contacts the user for more information if necessary, and then either approves the reservation request or assists the user in identifying an appropriate solution.
3. Outdoor Adventures will then confirm the user’s request via e-mail. If the user does not receive a confirmation via email, then the reservation has not been confirmed. It is the responsibility of the user to check over all the details on the electronic reservation contract to make sure the date, time, location, and other details are correct.

General Reservation Request Process Reminder

1. All reservations are tentative until a reservation is confirmed via email from a member of Outdoor Adventures.
2. Outdoor Adventures reserves the right to move or reassign space to best facilitate all campus groups.
3. The user may request changes to the setup, attendance, or other details; however, changes are not guaranteed if staffing, equipment availability, or nearby reserved events would make the change an impossible.

Space Availability Request Deadlines

1. Requests that do not require set-up must be reserved up to four (4) business days before the event date. Reservations requests made within the four (4) business day requirement are made with the understanding that setups and equipment availability are not guaranteed. Any problems with the reservation are the responsibility of the user. Repeated “last minute” requests will jeopardize the ability of the organization or client to make future reservations.
2. Requests that require set up must be reserved up to ten (10) days before the event date. This includes reservation requests involving food, amplified sound, after-hours use of the area and/or solicitation.
3. All changes must be requested via email at least four business days in advance of event time & date. All changes must be confirmed via email, as Outdoor Adventures will prepare for the event from the agreed upon electronic and/or written documents. In the event of discrepancies, the written email record will prevail.
4. Reservations that remain tentative are subject to cancellation. Outdoor Adventures, due to incomplete information, may cancel tentative reservations four (4) days before the event unless the user provides the required information.

Cancelation Requests

Student Organizations: Unneeded, standard, student reservations must be canceled **2 business days** before the event via e-mail to Outdoor Adventures. Failure to notify Outdoor Adventures at least two (2) business days in advance will generate a fee as well as affect the organization's ability to make future reservations.

University of Miami Departments & Community Reservations: Reservations must be canceled 30 days before the event via e-mail to get written confirmation of the cancellation. If a reservation is canceled within 30 days of the event, the department or organization is responsible for all costs accrued.

Reservation Process Policies

Student Organizations

Registered student organizations may reserve areas and equipment. A current officer, along with the president, must make a reservation from the registered student organization. An officer of the student organization, which made the reservation, must always be present during the scheduled event.

UM Departments

UM Departments may make reservations for their meetings or ceremonies. Outdoor Adventures does not provide space for classroom activities, study groups, or other academic gatherings more appropriate for a classroom setting. Please note, registered student organization events take priority over department reservations.

UM departments or business units using Outdoor Adventures for UM business, with appropriate authorization, must provide a UM account number to which all charges associated with usage may be billed. In order for the event to be considered a department event, the department must be able to show that the majority, a minimum of 50% + 1, are University of Miami employees and/or students.

Community

Student organizations and UM departments take priority over community reservations. A walkthrough of the requested Outdoor Adventures spaces is required before the confirmation of the reservation.

The alumni rate may only be used for personal rentals. Businesses belonging to alumni do not qualify for a personal (alumni) rental. Organizations must pay the community rates.

A Certificate of Liability Insurance (COI) listing the University of Miami as additionally insured is required for all client organizations (if applicable) and each vendor performing a service for the event. All COI's must be submitted at least four (4) weeks prior to the event date in order to allow time for the Risk Management Office to review and approve the document.

All external, community events at Outdoor Adventures require the review and completion of a Coral Gables Campus Facility Use Agreement. This document must be signed by the event's organizer and submitted back to Outdoor Adventures. Outside reservations that are for-profit are charged 7% sales tax on all rentals and reservations. Not-for-profit must submit IRS determination for pricing.

Vendors

Building & Space Access

Vendors are not permitted to access Outdoor Adventures or Lakeside Village outside of regular operating business hours, which can be found on the OA website. Events requiring an early set up or a late breakdown does require an additional charge to the organizing group. It is the responsibility of the vendor and their client to determine appropriate days and times of access needs. Those needs must be communicated with Outdoor Adventures at least 30 days before the event date.

Certificate of Insurance

Per UM's Risk Management Policies, a COI will be required for all vendors providing on-site services. All COI's must be on file having been approved by Risk Management with Outdoor Adventures at least two (2) weeks before the event date; as vendors will not be allowed on-site without a COI. Outdoor Adventures reserves the right to cancel events that have not obtained a valid COI. The University of Miami must be named as an additional insured with respect to General Liability coverage.

For more information on Vendor Insurance Requirements visit the Risk Management website.

<https://business-services.miami.edu/departments/risk-management/vendor-insurance/index.html>

Cleanup and Restoration of Facilities

Vendors are responsible for immediate restoration of facilities and spaces used for events to the satisfaction of the Outdoor Adventures team. Restoration shall include, but not limited to, cleaning of the area, removal of equipment, trash removal and repair of any facility or space damage caused. Any costs associated with restoring the facility will be billed to the client.

Damage

Vendors are expected to treat the facility and spaces with respect maintaining a safe, presentable, and clean environment. Any damage that is caused to the facility or spaces will be charged to the event organizer. This includes, but not limited to, damage to walls, doors, door frames, provided equipment, furniture, etc. Vendors and/or clients are required to report any damage caused to OA staff.

Loading Zone

Vendors are permitted to use the loading zone and its doors only during approved active loading and unloading periods. Parking is not permitted in the loading zone area without prior approval from Outdoor Adventures. While loading and/or unloading vendors are not permitted to block in other vehicles, nor should they block any doors. Vehicles should be moved to a designated University parking location away from the loading zone once the

loading or unloading is complete and visitors must purchase a valid virtual permit using the Pay by Phone mobile application. Outdoor Adventures is not responsible for any parking citations or towing charges vehicle owners may receive.

Requests or Orders

Vendors are required to comply and cooperate with all University officials who are acting in the capacity of their job duties. Failure to comply may result in removal from campus.

Event Policies

Amplified Sound & Music Events

Events with amplified sound that are scheduled for weekends or weekday evenings must be requested at least two (2) weeks in advance of the event date. Amplified sound and music must conclude by 10 pm.

Reservations must include any planned use of sound and music at the time of reservation and must adhere to the following policies:

- **Sound Level (Volume):** Events on the sand volleyball are limited to 90db continuous and 95db instantaneous levels as measured at a point representing the third point of an equilateral triangle formed by the speakers and the sound meter, or at a distance of 60 feet, whichever is greater. Outdoor Adventures may reduce sound further if circumstances demand it (i.e., other events nearby)
- A representative of the sponsoring organization must be on hand and prepared to assume responsibility for communicating OA policies to the band or DJ.
- The content of events must be appropriate for an audience consisting of every part of the university community. Accordingly, Outdoor Advnetures may restrict certain selections as inappropriate for performing to a general audience of passerby's or casual visitors. OA will follow for the purpose of this policy the wording of the guidelines used by the Federal Communications Commission, which state in part: "Indecency is defined as language or material that, in context, describes or depicts, in terms patently offensive as measured by contemporary community broadcast standards for the broadcast medium, sexual or excretory organs or activities. Indecent programming contains patently offensive sexual or excretory references..."

Concerts

All concerts are subject to prior approval by the student orgnaizations professional staff (SASO or FCS) and Outdoor Adventures . Student organizations wishing to co-sponsor,

conduct, or produce any major event should contact the Outdoor Adventures at least 60 days in advance of the event.

Crowd, Room, and Venue Management

Outdoor Adventures reserves the right to ensure that the safety and well-being of its facilities and occupants are protected at all times. In order to ensure such protection, OA reserves the right to enforce items such as occupancy, events being ticketed, and additional police and/or security personnel on site for any activity hosted within its facilities or managed spaces. OA also reserves the right to cancel any activity, before or in progress, if the security and safety of the building and/or its occupants are threatened.

Damage, Theft, and Vandalism.

Those responsible for any acts of damage, theft, or vandalism to Outdoor Adventures or Lakeside Village, will be subject to referral to the University's Dean of Students Office and/or the University of Miami Police Department.

Directional Signs

Directional signs to help guests find their event location may only be placed by Outdoor Adventures or Housing & Residence Life staff in approved locations on the day of the event. These signs will be removed and discarded at the conclusion of the event. Signs that are not placed by OA or HRL staff will be removed and become property of the OA or HRL.

Fees

If fees occur an invoice will be sent after the event. All fee must be paid withing 30 days of the invoice date.

Food

Events scheduled at Outdoor Adventures that provide or sell food shall adhere to policies consistent with state and county regulations concerning food-handling and preparation. Food is allowed in designated areas with prior approval. In particular, barbecues and other events involving food cooking and/or preparation at OA in Lakeside Village must be conducted by a University approved licensed caterer. Prepared or ready-to-eat food brought onto campus for events at OA spaces shall be produced in a licensed food service establishment.

Weather

Events and programs that take place outside in Lakeside Village in spaces managed by Outdoor Adventures will follow Outdoor Adventures operating policies regarding inclement weather or lightning.

In the event of inclement weather, your event may be delayed or canceled.