

# TOSTRUD AND SKOGLUND POLICIES

## Priority Document for Scheduling Facility Spaces

During the time that classes are in session, Monday through Friday from 8 a.m. until 3 p.m. first priority for the use of any space goes to the Kinesiology Department. Anyone wishing to use spaces in Tostrud/Skoglund between 8 a.m. and 3 p.m. on a weekday needs to get approval from the Recreation and Kinesiology Department. No reservations will be made for outside groups during that time and space not used by Recreation, Kinesiology or Athletics will be available for open recreation. This priority ranking of scheduling applies to both indoor and outdoor Recreation facilities.

*After 3 p.m. priority for use of spaces will be as follows:*

- Varsity athletics contest
- Varsity athletic practice – in season contests are being played
- Non-traditional season varsity practice
- Intramurals
- Club sports
- Fundraisers for varsity athletics
- Recognized campus organizations
- Out of season varsity athletics
- Open recreation
- Non-St.Olaf groups

**Inclement weather policy:** In-season varsity athletic practices will take precedence for indoor space in case of inclement weather outdoors. Guidelines are that all groups needing space work together to find a reasonable solution to allow adequate practice time for all groups.

Recognized Campus Organizations or departments not affiliated with Recreation, Kinesiology or Athletics requests for reserving space in Tostrud/Skoglund will be reviewed on a case-by-case basis to determine the impact on open recreation and the facility. Campus organizations planning events for persons outside the campus community will be held to the restrictions that apply to “Non St. Olaf Organizations”. Requests need to be made in a timely fashion and are not confirmed unless you receive an email confirmation from the 25Live system.

Non-St. Olaf Organizations, will only be allowed to reserve/rent space during academic breaks when no classes are in session to assure minimal displacement of our own student body.