Sport Fields Reservation Policy

Sport fields are designated spaces which can be reserved in the campus scheduling program (ASTRA). The Sport Facilities and Event Services office manages the use of these spaces.

Priority 1: UMD Departments located in Sport Facility spaces (Internal)

Priority scheduling of Sport Facility Space is given to Applied Human Sciences, Athletics, and Recreational Sports and Outdoor Program. The scheduling deadline for fall term is August 15th; spring term is November 15th; summer term is April 15th.

Priority 2: UMD internal long-standing special events and reservations (Internal)

These requests require an in-person, event planning meeting. To schedule a meeting, please contact fmevents@d.umn.edu

Priority 3: UMD campus events and meetings (Internal)

Reservations are accepted once the priority scheduling deadline for the semester has passed. Example: a reservation for spring semester 2016 would be considered after the priority scheduling deadline of November 15th, 2015 has passed. Reservation requests for internal campus groups are taken on a first-come, first-served basis. Reservation requests do not guarantee room confirmation. Reservations are accepted on line via ASTRA schedule: https://astra-prd.oit.umn.edu/AstraProd/Portal/GuestPortal.aspx

Registered Student Organizations: initial reservation maximum of 4hrs per week allowed due to high demand on facilities: 1hr, 4days per week; 2hrs, 2 days per week; 4hrs, 1 day per week.

Priority 4: Non-University Events (External)

Requests for reservation of space for external programming will be accepted after the priority scheduling deadline each term and are accepted on a first-come, first-served basis. Requests are accepted by email only: fmevents@d.umn.edu

Priority may be given to external groups with long-standing annual reservations.

Outdoor Space (Non Sport Fields) Reservation Policy

Outdoor campus space (other than sport fields) may be reserved through the Sport Facilities and Event Services (SF-ES) office. Reservation of space requires the requester to go through the event planning process with SF-ES. Through this process, the venue will be approved if appropriate.

Priority 1: University Group
Requests must be submitted to fmevents@d.umn.edu for review. Timely submittal (minimum two weeks before your event) of reservation request is required to coordinate space and support.

Event planning will take place between the SF-ES office and the requester to determine feasibility, address concerns, and answer questions.

**Priority 2: Non University Group**

Non-University groups may make outdoor reservations.

To begin event planning, contact the SF-ES office

*email: fmevents@d.umn.edu* or *phone: 218.726.8865 or 218.726.7469.*

A use license agreement, issued by SF-ES, and liability insurance is required for non-University groups making outdoor reservations.

After review and approval, an approved use license agreement will be executed for the event.

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**Internal and External Reservations**

**Internal Reservations:**

**Departments located in the Sport Facilities (Applied Human Sciences, Athletics, Recreational Sports and Outdoor Programming)**

Priority scheduling of Sport Facility Space is given to Applied Human Sciences, Athletics, and Recreational Sports and Outdoor Programming. The following are the priority scheduling deadlines for each department to submit sport facility requests: August 15th for fall term; November 15th for spring term; April 15th for summer term.

**Other campus groups:** Registered Student Organizations, Departmental meetings and events

There is no facility rental fee associated with internal reservation of Sport Facility Space. If assistance is determined necessary from the Sport Facilities and Event Services (SF-ES) office, event costs will be passed along to the requesting group. If assistance is needed, an event planning meeting will take place between the SF-ES office and the requesting group. Event costs will be determined in the process of event planning and a quote for services will be provided. SF-ES does not seek to generate revenues off internal groups but rather looks to recuperate costs for services. Campus groups will provide an EFS # or billing information before the date of the reservation.
Facility supervision is necessary for all reservations of sport facility space. Staffing costs for facility supervision may be applicable based on the nature of the reservation/event, venue choice, and reservation time frame.

The Sport Facilities and Event Services office may require internal groups to provide a certificate of liability insurance for events that have an inherent risk component or that allow public (non-University) participation.

Reservations are accepted online via ASTRA schedule: [https://astra-prd.oit.umn.edu/AstraProd/Portal/GuestPortal.aspx](https://astra-prd.oit.umn.edu/AstraProd/Portal/GuestPortal.aspx)

If a reservation request is deemed an event, the Sport Facilities and Event Services office will contact the requesting group to initiate event planning.

**External Reservations:**

External reservations are subject to a facility usage fee in addition to event costs. Costs associated with external reservations are determined through event planning with the Sport Facilities and Event Services office. To begin your event planning please contact: fmevents@d.umn.edu

Priority access to Sport Facility space will be given to external reservation requests that meet the vision of the University and align with the UMD Strategic Plan and Campus Goals. [http://www.d.umn.edu/chancellor/planning/plan.html](http://www.d.umn.edu/chancellor/planning/plan.html)

External reservations will be required to submit a certificate of liability insurance to the Sport Facilities and Event Services office prior to accessing Sport Facility space. Insurance requirements will be specified by the Sport Facilities and Event Services office via event planning.

**Using ASTRA Schedule to view or request Sport Facility space:**

**To submit a request for Sport Facility space:**

Follow the link to ASTRA Schedule:

[https://astra-prd.oit.umn.edu/AstraProd/Portal/GuestPortal.aspx](https://astra-prd.oit.umn.edu/AstraProd/Portal/GuestPortal.aspx)

- Sign in using your x500 user name and password
- Choose Request an Event
- Choose “Duluth – Sport Facilities” from the Event Request Form
- Complete Event Request Form. All items with an *asterisk* must be filled out
- Submit request
To view Sport Facility calendars:

Follow the link to ASTRA Schedule:

https://astra-prd.oit.umn.edu/AstraProd/Portal/GuestPortal.aspx

-Sign in using your x500 user name and password

-Choose the Calendars tab

-Choose Scheduling Grids

-Navigate the filters (ex: Duluth Campus, Sports and Health Center, 521 90 Rink – SPHC)

-Choose the desired date