

## **POLICY ON RESERVATION AND USE OF SPORTS FACILITIES**

### **Policy Statement**

The DHVSU Office of Sports Development is dedicated to fostering athletic excellence, promoting physical fitness, and enhancing the overall well-being of the university community.

This policy ensures fair, equitable, and inclusive access to sports facilities, fostering an environment that supports both recreational and competitive activities. It also emphasizes the importance of maintaining a safe, sustainable, and enjoyable space for all users, in alignment with the principles of sustainable development and cultural heritage.

### **Scope**

This policy applies to all sports facilities that oversees by the DHVSU Office of Sports Development (OSD) including but not limited to:

- Dr. Ernesto T. Nicdao Sports Center, commonly referred to as the University Gymnasium,
- University Swimming Pool,
- Physical Education Covered Court (Open Covered Court),
- University Auditorium and;
- 3-Storey Academic Extension Building

It is applicable to faculty members, staff, students, registered university organizations, and authorized external users.

### **Roles and Responsibilities**

The following key stakeholders are identified below and a description of their duties and responsibilities relevant to the policy.

#### **1. University Administration**

- Provide support on the development of a comprehensive policy detailing the rules, regulations, and procedures for reserving and using sports facilities.
- Ensure the policy aligns with university guidelines, safety standards, and inclusivity principles.

#### **2. Gym Manager & OSD Facilities Coordinator**

- Establish and maintain an efficient reservation system (e.g., online or offline) for sports facilities.
- Coordinate schedules to accommodate academic, recreational, and competitive needs.

- Ensure equitable access to facilities for all students, faculty, and staff, regardless of their background.
- Implement measures to prioritize bookings for official university teams and events without excluding other users.
- Oversee regular maintenance and cleanliness of sports facilities to ensure they are safe and functional.
- Address repairs and upgrades as needed to maintain standards.
- Maintain accurate records of facility reservations, usage, and maintenance activities.
- Document incidents or violations to inform policy adjustments.

### **3. Faculty Member, students and other stakeholders (internal & external)**

- Follow the established process for reserving sports facilities, including submitting requests through approved channels.
- Provide accurate information during the reservation process, such as dates, times, and purpose of use.
- Abide by all rules and regulations outlined in the policy, including facility-specific guidelines.
- Use the facilities for their intended purpose without engaging in prohibited activities.
- Honor reserved times and vacate the facility promptly to allow others to use it as scheduled.
- Avoid disrupting ongoing activities or exceeding allocated time slots.
- Treat all equipment and facilities with care to prevent damage or misuse.
- Report any damages, malfunctions, or safety concerns to the administration immediately.
- Follow safety protocols to prevent injuries and accidents during facility use.
- Use personal protective equipment as required for specific sports or activities.
- Notify the administration promptly in case of cancellations or changes to a reservation.
- Avoid no-shows by canceling reservations in advance if unable to use the facility.
- Ensure that guests or external participants invited to use the facilities also follow the policy and rules.
- Take accountability for any violations or damages caused by guests.

**Note:** DHVSU, through the judgement call of the Gym Manager, reserves the right to eject any person/s from the Gym who is/ are unruly, rude, under the influence of alcohol, suspected of using prohibited drugs, and/or violate/s University Policies.

### **Policy Details or Procedures**

#### **A. Reservation Guidelines**

##### **A.1 Eligibility:**

- Priority for facility use is given to university-sanctioned activities, including academic programs, athletic teams, and recognized student organizations.

- External organizations may reserve facilities subject to availability and approval.

## **A.2 Reservation Process:**

For efficient and effective utilization of the different sports facilities, the following procedures must be accomplished:

1. Check the Availability of the Schedule – before having the activity approved, the user must note the available schedule/s to prevent conflicts. Blocking of date/s is only temporary until a signed approval letter is presented.
2. Approval of the Activity – any activity requiring the use the University Gymnasium must be properly approved.

### **For internal activities:**

The request letter must specify the name of the activity, the date, time, participants, and other relevant information. Signatories include:

- a. the User,
- b. the Adviser (if applicable),
- c. the Head of the Unit (Dean or Director),
- d. the OSD Director
- e. the corresponding VP's,
- f. President (for approval)

### **For external use:**

The requesting agency, organization, or group of individuals must submit a letter of request addressed to the President. It will then be routed to concerned office (VPSAS and/or OSD).

A recommendation will be drafted based on the following:

- a. merit of the request,
- b. availability of the facility,
- c. capacity and other requirements.

The recommendation must be signed by the OSD Director, VPSAS, EVP and approved by the President. Rental Fees and other conditions may also be included in the recommendation letter.

3. **Reservation Requirements** – availability of the schedule does not guarantee reservation. A reservation form must be filled in and signed by the gym manager with attached copy of the approved letter of request. While accomplishing the approval letter, the available schedule will be reserved for three (3) days, pencil booking, pending the submission of the approved letter. Even with an accomplished approval letter, the reservation will be void and released w/o the signed approval letter.

4. **Cancellation of Reservation** – Approved activities may be cancelled or rescheduled for the following reasons:
  - a. Cancellation or suspension of classes,
  - b. Local and national holiday declaration,
  - c. Violation of any of the guidelines herewith,
  - d. **Other priority activities (TBD by the administration)** that may come in conflict with the given schedule
5. **Ingress and Egress Procedures** – Equipment and materials brought inside the gym should be documented and subjected for inspection; especially for non DHVSU users. An Ingress and Egress form (see appendix B) must be accomplished. The clearance part should be signed by the Gym Manager or any OSD personnel who inspected the proceedings

#### **A.3 Rental and Other Fees:**

- Institutional and internal use of OSD Facilities will be free of charge (FOC); except for income generating activities and external sponsored events, which may incur minimal fees such as utilities and the likes.

The following rates shall apply:

- a. **Dr. Ernesto T. Nicdao Sports Center**
  - P 40,000 (8 hours) including ingress and egress  
Additional P1,000/hour in excess
  - P10,000 Lights and sounds
  - P10,000 LED center only
  - P20,000 for all three LED walls;
  -
- b. **University Auditorium**
  - P 20,000 (8 hours) including ingress and egress
  - additional P1,000/hour in excess
  - P10,000 Lights and sounds
  - P10,000 LED;

### **Sports Facility Use Guidelines**

#### **A. General Rules:**

- All users must adhere to university policies, facility-specific rules, and safety regulations.
- Smoking, alcohol, and illegal substances are strictly prohibited in all sports facilities.
- Users are responsible for ensuring that facilities are left clean and undamaged. Any damages may result in additional charges.

## **B. Supervision and Security:**

- Certain activities may require the presence of university staff, security personnel, or certified instructors.
- Access to facilities outside of regular operating hours requires prior approval.

## **C. Prohibited Activities:**

- Activities that pose a safety risk or violate university policies are strictly forbidden.
- Unauthorized commercial activities or events are not permitted.

## **Monitoring and Review**

The following mechanisms are prescribed to ensure the proper implementation of the policy.

### **Regular Feedback Collection:**

- Conduct surveys or focus groups involving students, faculty, staff, and external users to gather insights on their experiences and satisfaction with the facilities and reservation process.

### **Compliance Audits:**

- Periodically audit facility use to ensure adherence to rules, safety standards, and reservation procedures. Address any discrepancies promptly.

### **Incident Reporting:**

- Track and evaluate reports of incidents such as damages, unauthorized activities, or rule violations. Use this data to refine enforcement and preventive measures.

### **Facility Condition Inspections:**

- Schedule routine inspections to assess the physical condition of the sports facilities. Address maintenance needs promptly to ensure safety and usability.

### **Stakeholder Meetings:**

- Hold regular meetings with key stakeholders, such as athletic directors, facility managers, and student representatives, to review the policy's effectiveness and suggest improvements.

### **Benchmarking with Peer Institutions:**

- Compare policies and practices with other universities to identify best practices and areas for enhancement.

### **Feedback from Enforcement Personnel:**

- Gather insights from security staff or supervisors who monitor facility usage. They can provide valuable input on rule enforcement and user behavior.

**Annual Policy Review:**

- Establish a formal review process that includes data from all monitoring activities. Update the policy as needed to address emerging issues or opportunities for improvement.

## **Enforcement and Penalties**

- Failure to comply with this policy may result in the suspension of facility access privileges.
- Users who cause damage or fail to adhere to rules may be subject to financial penalties and disciplinary action, as applicable.

## **References**

- **DHVSU 2019 Student's Manual:  
Section 34.6 Guidelines on the Reservation and use of Sports Facilities**