

**MIAMI
UNIVERSITY**

**SPECIAL
FACILITIES**

**ATHLETIC FIELDS
INFORMATION**

INTERCOLLEGIATE ATHLETIC FIELDS GUIDELINES FOR USE

1. Yager Stadium Complex (football field, artificial turf, practice fields, Rider Track, Softball Field, Soccer Field), Hayden Park (McKie Baseball Field) and Varsity Tennis Courts are intended to be used primarily as athletic fields for the purpose of Intercollegiate Athletic events and practices.
2. All buildings are designated as smoke-free spaces under Miami University Policy And Information Manual 16.15. **There are no exceptions.**
3. Scheduling of the facility based on guidelines 1 and 2 will be handled by the Office of Special Facilities, Room 9, Student Athlete Development Center, 513-529-3355. See addendum for **Reservation Process for Special Facilities.**
4. All major reconfigurations (from normal) of any space will be performed by the assigned facility staff only. All repositioning of any portable equipment will be the responsibility of the user.
5. All lighting and sound needs must be approved in advance by the Office of Special Facilities. Due to staffing and equipment considerations, it may be difficult to honor last minute changes or requests.
6. Operation of all building systems is restricted to the trained operations staff.
7. **There will be no unsupervised use of the facilities.** The Special Facilities staff will be present and on duty during all times the facilities are open to any group. The staff reserves the right to close the facilities due to unplayable conditions.
8. All sponsoring departments/campus organizations will be required to participate in the set-up, production and restoration costs associated with their activity. An **estimate** of costs will be provided by the Office of Special Facilities **upon request.** A current university account number to be charged must be communicated to the Office of Special Facilities at least two weeks prior to the event. The account number charged will reflect **actual** costs incurred by the event.
9. Non-university groups will be required to pay a facility rental fee to be determined by the Vice President of Business and Finance.
10. Ticketing and ushering services are the responsibility of the user.
11. Audio-visual requests may be made through the Audio-Visual office (529-6015).

12. Special services for persons with disabilities may be requested in advance through the Office of Disability Resources, Room 19, Campus Avenue Building, 529-1541.
13. The Office of Special Facilities reserves the right to determine the appropriateness of any request for use of the facility.
14. Scheduling priority for use of facilities must adhere to the **SPECIAL FACILITIES GROUP SCHEDULING PRIORITY LIST** (see addendum).
15. Miami University reserves the right to provide concession services at any event open to the public. Approval for non-university concessions must be obtained from the Miami University Concessions office.
16. Parking services must be arranged through the Miami University Police Department (529-2222). All vehicles must adhere to the Miami University Parking Services regulations.