



Sport Club Facility Request Procedures

This guide will provide direction to Sport Club officers on the procedures for requesting:

- Dillon practice space on a semester basis
- Dillon competition space as requested
- Outdoor facility practice requests
- Outdoor competition space as requested

The new University Scheduling software, Event Management System (EMS), allows for students and staff alike to view and request space on campus. Beginning the Fall semester 2019, the request and approval process for Sport Club practices and competitions will be adjusted to due to the new scheduling software. Below are the procedures for scheduling practices and competitions for Sport Clubs. In order to ensure accurate scheduling, there will continue to be in-person meetings between Campus Recreation staff and Sport Club officers to schedule practice space within Dillon Gym and for the outdoor spaces that are shared with varsity teams. Sport Club teams wishing to request space for competitions will continue to use the [Event Request Form](#) to submit their request, then follow the procedure outlined below.

Dillon Gym Semester Practice Requests:

Each Sport Club wishing to practice in Dillon Gym during the entire Fall or Spring Semester must attend the Dillon Gym Scheduling Meeting with the Assistant Director for Sport Clubs and the Campus Recreation Associate Director for Facilities.

- Meetings are held the first week after move-in during the Fall semester and the second week of January for the Spring semester
- During this meeting, each team will work with Campus Recreation staff and other Sport Club officers to determine the facility use schedule for the semester
- Priority will be given to teams that are in attendance, and failure to attend the meeting may result in no practice time or space assigned
- During this meeting, each team representative MUST have a laptop to be able to access the University Scheduling System: <https://princeton.emscloudservice.com/web/>
- Once the schedule for each space within Dillon Gym has been determined, each team representative will submit their schedule through the EMS system AT THE SCHEDULING MEETING for approval by the Campus Recreation Associate Director for Facilities

Dillon Gym Competition Requests:

- Using the [EMS website](#), view the Dillon Gym schedule to determine available days and times
- Submit the Sport Club [Event Request Form](#) to the Sport Club office
- Denial, approval, or requested adjustments for the event will be communicated by the Assistant Director for Sport Clubs, copying the Campus Recreation Associate Director for Facilities on the correspondence

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- If approved, the event must be requested through the [EMS website](#) for final approval and addition to the Dillon Gym schedule

Outdoor Practice Requests:

Each Sport Club wishing to practice on an outdoor natural or artificial surface during the Fall or Spring Semester must attend the Outdoor Scheduling Meeting with the Assistant Director for Sport Clubs. All requests for outdoor space must be submitted by the Assistant Director for Sport Clubs to the Department of Athletics Manager of Intercollegiate Programming. Individual requests submitted by club officers will not be accepted.

- Meetings will be held four times each year:
 - First week after move-in to schedule September through Fall Break
 - During the week prior to Midterm Exams to schedule post Fall Break through Winter Break
 - Second week of January to schedule January through Spring Break
 - Third Week in February to schedule post Spring Break through the end of May
- During this meeting, each team will work with Campus Recreation staff and other Sport Club officers to determine the Sport Club use schedule for the determined facilities and time period
- Failure to attend the meeting will result in no practice time or space assigned
- During this meeting, each team representative will be provided with the available outdoor spaces and times. Each team is encouraged to view the outdoor schedule ahead of time at: <https://princeton.emscloudservice.com/web/>
- Once the schedule for each outdoor space has been determined, the Assistant Director for Sport Clubs will submit the schedule through the EMS system for approval by the Department of Athletics Manager of Intercollegiate Programming
- Quarterly schedules will be confirmed with teams after they have been approved by the Athletics Manager of Intercollegiate Programming
- Schedules of outdoor facilities will be confirmed by the Sport Club Program Assistants and Assistant Director each week

Outdoor Competition Requests:

- Using the [EMS website](#), view the schedule of the facilities able to accommodate your event to determine available days and times
- Submit the Sport Club [Event Request Form](#) to the Sport Club office
- Denial, approval, or requested adjustments for the event will be communicated by the Assistant Director for Sport Clubs
- If approved, the Assistant Director for Sport Clubs will request the event through EMS to the Department of Athletics event must be requested through the [EMS website](#) for final approval and addition to the Dillon Gym schedule