Memorandum of Understanding  
Scheduling of Multi-Function Spaces in the SRC at the Colorado School of Mines 
As of July 1, 2011  
Revised: October 17, 2013

The objective of the SRC Facility Operations division is to equitably meet the needs of all user groups. This policy guides the SRC staff in prioritizing facility requests for all areas of the SRC.

General Priority User Categories (Sub-Categories are in No Particular Order):

1. Presidential Events
2. Rec Sports
   a. Intramural Sports
   b. Club Sports
   c. Fitness Classes
   d. Informal Recreation
   e. ORC
   f. Aquatics
3. Varsity Athletics
   a. Swimming & Diving
   b. Men’s & Women’s Basketball
   c. Women’s Volleyball
4. Physical Activity Classes (eligible for space Monday through Friday, 8am to 2pm)
5. Student Life Partners
   a. Student Activities
   b. Student Clubs and Organizations
   c. Res Life
   d. Career Services
6. CSM Partners
   a. Foundation
   b. Alumni Relations
   c. Academic Departments
   d. Public Relations
7. Non-CSM Partners

Area Specific User Priorities:

Lockridge Arena Priority Scheduling
- Will Follow General Priority Scheduling from Open to 4pm and after 6pm (Monday through Friday) and all day on weekends
- Varsity Athletics will move to #2 on the Priority List from 4pm to 6pm (Monday through Friday); all others stay in the same order Monday through Friday
- Storage in Lockridge Arena is available to Varsity Men’s & Women’s Basketball, Varsity Volleyball, and Rec Sports’ needs (i.e. Facility Equipment, Intramural Sports, Club Sports, etc.)
- The center court, or “Varsity Court” is available to Presidential Events, Men’s & Women’s Varsity Basketball, Women’s Varsity Volleyball, and Men’s & Women’s Club Volleyball
Recreational Gym/Indoor Track Priority Scheduling:
- Will Follow General Priority Scheduling from Open to 8am and after 2pm (Monday through Friday) and all day on weekends
- Physical Activity Classes will move to #2 from 8am to 2pm (Monday through Friday); all others stay in the same order
- Is not available for rent when Lockridge Arena is in use for an event, unless pre-approved by the Assistant Athletic Director/Director of the SRC, or his/her designee
- Recreational Gym storage space is for Rec Sports’ needs

Multi-Purpose Rooms (McNeil Room, Isaacs Room, and Activity Room #3) Priority Scheduling:
- Will Follow General Priority Scheduling
- Is not available for individual use/reservations unless pre-approved by the Assistant Athletic Director/Director of the SRC, or his/her designee
- Recognized Student Clubs/Organizations will receive one (1) day per week and up to a total of two (2) hours per week in the facility with their initial request. Additional hours may be granted beginning the fourth week of the semester.
- Multi-Purpose Rooms’ storage is available to Rec Sports’ needs (i.e. Fitness Classes, Facility Set-ups, etc.)

Pool Priority Scheduling:
- Will follow General Priority Scheduling from Open to 8am and after 6pm (Monday through Friday), and all day Saturdays and Sundays; all others stay in the same order
- Physical Activity classes will move to #2 on the Priority List from 8am to 2pm (Monday through Friday); all others stay in the same order
- Varsity Athletics will move to #2 on the Priority List from 2pm to 6pm (Monday through Friday); all others stay in the same order
- Is not available for individual use/reservations unless pre-approved by the Assistant Athletic Director/Director of the SRC, or his/her designee
- Is not available for an “Outside Rental” during an event in Lockridge Arena, unless pre-approved by the Assistant Athletic Director/Director of the SRC, or his/her designee

Dates Facility Requests Will Be Processed:
Physical Activity classes’ scheduling in the SRC for credit producing courses will be scheduled through the Registrar no later than:
- March 15 – Summer I & Summer II Sessions
- June 30 – Fall Semester
- October 31 – Spring Semester

Varsity Athletics, Intramural Sports, Sport Clubs, Fitness Classes and Summer Camps scheduling in the SRC will be scheduled through the Assistant Athletic Director/Director of the SRC, or his/her designee, between:
- March 16 – March 31 – Summer I & Summer II Sessions
- July 1 – July 31 – Fall Semester
- November 1 – November 30 – Spring Semester
All other requests for space in the SRC for will be scheduled through the Assistant Athletic Director/Director of the SRC, or his/her designee, between:

- April 1 – April 15  Summer I & Summer II Sessions
- August 1 – August 15  Fall Semester
- December 1 – December 15  Spring Semester

All facility requests received after the above deadlines will be processed in the order in which they were received, and in the priority level as defined by the “Priority User Categories” outlined in this document. All facility requests need to be submitted at least two weeks in advance for full consideration.

This MOU will allow for improved communications with those other groups and organizations that would like to use space in the SRC. This will give the schedulers of space in the SRC the ability to clearly delineate what the priorities for the space shall be, in what order, and during the scheduling timeframes.