

# CAL POLY SPORTS COMPLEX FACILITY POLICY

Revised October 2024



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## General Facility Policy

The Cal Poly Sports Complex is operated by Associated Students, Inc. (ASI). The policy-recommending body for the Cal Poly Sports Complex shall be the Sports Complex Use Committee (SCUC) with approval from the University Union Advisory Board (UUAB).

The Cal Poly Sports Complex is comprised of three (3) synthetic turf fields, four (4) natural grass turf fields, three (3) softball diamonds, six (6) pickleball courts, and two (2) futsal courts.

Recommendations to the ASI Executive Director and university president (or designee) for approval, amendment, or repeal of any Cal Poly Sports Complex Facility Policy requires a two-thirds (2/3) vote of the membership of the UUAB. Such an approved facility policy shall become the official policy of the Cal Poly Sports Complex.

The Cal Poly Sports Complex Facility Policy shall be in compliance with federal and state law, as well as CSU Board of Trustee's policies and Cal Poly's Campus Administrative Policy (CAP). The ASI Executive Director designates the ASI Director of Facilities Management to make decisions as noted in this policy. The university president's directive regarding use of university buildings and grounds is applicable to the Cal Poly Sports Complex and its adjoining grounds (CAP 142).

Exceptions to the Cal Poly Sports Complex Facility Policy may be granted by the ASI Director of Facilities Management or designee with approval from the SCUC and in accordance with campus policy.

### Policy

General facility policies apply to all individuals and/or groups who use the Cal Poly Sports Complex.

All [Campus Administrative Policies](#)<sup>1</sup> (CAP) and Time, Place and Manner (TPM) policies apply to the Cal Poly Sports Complex. Any amendments to the Campus Administrative Policy will take precedence over the policies outlined in the Sports Complex facility policy.

Cal Poly Sports Complex operating hours will be determined by the ASI Director of Facilities Management or designee, in consultation with the SCUC.

Use of the Cal Poly Sports Complex for commercial activity unrelated to the ASI mission is prohibited unless the ASI Executive Director or designee grants prior written approval.

Advertisement, marketing, flyers, and handouts are prohibited without prior written approval from the ASI Director of Facilities Management.

All club fundraising activities must be one hundred percent (100%) philanthropic in nature or benefit a Cal Poly department or Recognized Student Organization (RSO).

No exchange of funds is permitted at the Sports Complex. This includes entry fees, registration, donations, and sales. All monetary exchanges must be conducted off grounds.

ASI is not responsible for damage to or loss of personal items.

## Health and Safety

The ASI Field Supervisor is responsible for overseeing security and safety while onsite and will serve as the primary customer contact for facility concerns.

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<sup>1</sup> Campus Administrative Policy: <https://policy.calpoly.edu/>

## Use of Alcohol (CAP 172)

- The University President or a designee (per CAP 172.3) is authorized to approve additional organizations to hold temporary or permanent ABC licenses for locations on campus to produce, serve and/or sell alcoholic beverages and products.
- Students' events are not allowed to serve or sell alcohol on campus; thus, university events, meetings, and activities that are student club and/or student managed are not considered university events under this definition, unless they are under the direction and control of a university host and have an approved permit (CAP 172.5.2).

Smoking, vaping and the use or sale of tobacco products are prohibited on the Cal Poly campus (CAP 171).

Animals are not permitted in any area of the Sports Complex, except for service dogs or animals involved in authorized research or instructional programs. Dogs must have a valid license that also serves as evidence of current rabies vaccinations. Pets may not be left unattended on campus (CAP 353).

No person, while on university property, shall possess, carry, or have control of any firearm, whether loaded or not, unless it is with the written permission of the Office of the University President or designee (CAP 351).

All use of electricity at the Cal Poly Sports Complex must conform to the National Electrical Code.

Open flames are not permitted at the Cal Poly Sports Complex. Explosives and chemical combustion, including fireworks or rockets, are not permitted at the Cal Poly Sports Complex.

Any blood and/or bodily fluids expelled must be cleaned up by the reserving party.

Barbeques are only permitted in the bark chip area located adjacent to the outdoor pickleball and futsal courts adjacent to parking lot H15, with a pre-approved reservation.

A fire extinguisher must be present when a barbeque is in use.

## Conduct and Responsibility

All individuals are required to follow campus and Cal Poly Sports Complex policies and procedures pertaining to their activity or program.

Groups reserving Cal Poly Sports Complex facilities are responsible for the conduct of their members and guests. Groups will be held financially liable for any damage caused to the Cal Poly Sports Complex facilities, property, grounds, or equipment by their members or guests.

All participants are responsible for leaving all Cal Poly Sports Complex spaces in a reasonably clean and orderly condition.

Any group or individual failing to comply with these policies, or causing repeated damage to the facility, will be denied further use of campus facilities and will be subject to disciplinary action through the Office of Student Rights and Responsibilities and/or Cal Poly Police Department.

## Sports Complex Oversight

Oversight of the Cal Poly Sports Complex shall be conducted by the Sports Complex Use Committee (SCUC). This committee shall provide an ongoing review of the facility. The committee will review the facility use, recommend policy revisions, and revise block schedules (CAP 860).

**SCUC Meetings** - This advising body meets on a regular basis to review the overall field status, maintenance, and improvements, approve event requests, and collaborate on block schedules. The SCUC will be responsible for reviewing and approving the following event requests:

- Club Sports events and tournaments
- Department events (excluding Cal Poly Athletics team practices)
- Recognized Student Organizations events
- Athletic camps
- Off campus user events
- Large scale university activities

**Block Schedule** - A Block Schedule is defined as a unit or units of time set aside for specific groups to use designated space within the Cal Poly Sports Complex. The SCUC develops Block Schedules to ensure campus partners have approved access to the facility on a regular basis.

Groups and programs included in the Cal Poly Sports Complex Block Schedules include:

- ASI
- Cal Poly Athletics
- Sport Clubs
- Recognized Student Organizations
- Cal Poly Departments
- Open/Informal Recreation
- Maintenance
- Conference and Event Planning (summer only)

All Cal Poly Athletics and Club Sport blocks are shared with Kinesiology academic courses upon request.

Refer to the Cal Poly Sports Complex [Block Schedules](#).<sup>2</sup>

## Authorized Users

### *Sports Complex Authorized Users*

- Associated Students, Inc.
- Cal Poly Athletics
- Cal Poly Recognized Student Organizations
  - Student clubs and Club Sports that have been officially recognized and chartered by the university.
  - Independent Student Organizations (ISO's)
  - Independent Student Organizations that have been officially recognized and rostered by the university (i.e. Greek organizations).
- Cal Poly Departments, administrative units, and support groups
  - Cal Poly offices and administrative units
  - Cal Poly departments
  - Kinesiology and Public Health Department
  - Cal Poly Academic Colleges
- Cal Poly Conference and Event Planning
  - Private use by Cal Poly students, faculty, staff, and alumni.

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<sup>2</sup> Cal Poly Sports Complex Block Schedules: [http://www.asi.calpoly.edu/block\\_schedules](http://www.asi.calpoly.edu/block_schedules)

- Students and faculty/staff scheduling facilities for private, non-professional events, non-campus programs, and activities.
- Off campus organizations and individuals
  - Community organizations and individuals not associated with campus.

Unauthorized users are not allowed to use the facility without a prior approved reservation. External groups may request a reservation through Cal Poly [Conference and Event Planning](#).

## Appropriate Field Use

This policy describes the permitted and non-permitted use of the Cal Poly Sports Complex.

| Space                                | Non-Permitted Activities                       | Notes  |
|--------------------------------------|--|--|
| Synthetic Turf Field 1<br>(160-162A) | Baseball, Softball                             | 75,600 sq. feet<br>Not Allowed: metal cleats, food |
| Synthetic Turf Field 2<br>(160-162B) | Baseball, Softball                             | 75,600 sq. feet<br>Not Allowed: metal cleats, food |
| Synthetic Turf Field 3<br>(160-162C) | Baseball, Softball                             | 73,440 sq. feet<br>Not Allowed: metal cleats, food |
| Grass Turf Field 4<br>(160-163A)     | None   | No Notes   |
| Grass Turf Field 5<br>(160-163B)     | None   | No Notes   |
| Grass Turf Field 6<br>(160-163C)     | None   | No Notes   |
| Grass Turf Field 7<br>(160-163H)     | None   | No Notes   |
| Softball Field 4<br>(160-163D)       | None   | No Notes   |
| Softball Field 5<br>(160-163E)       | None   | No Notes   |
| Softball Field 6<br>(160-163F)       | None   | No Notes   |
| Pickleball Courts                    | No activities other than Pickleball permitted. | Not allowed: cleats, food                          |
| Futsal Courts                        | No activities other than Futsal are permitted. | Not allowed: cleats, food                          |

## Reservable Space Reservation Policy

Space at the Cal Poly Sports Complex must be reserved through the appropriate scheduling entity.

- ASI program staff submit requests through ASI Event Management.
- Cal Poly Clubs, Club Sports, and Independent Student Organizations submit requests through the RSO Reservation Process.
- Campus departments submit requests through University Scheduling.
- Academic courses submit requests through University Scheduling.
- Athletic camps and revenue generating events or activities submit requests through Conference and Event Planning.
- Private use by Cal Poly students and faculty/staff and off-campus organizations submit requests through Conference and Event Planning.

No organization may reserve space on behalf of another organization. However, a sponsoring organization may schedule an event that incorporates multiple participating entities within one (1) reservation. Organizations may not sell or transfer reservations to another individual or organization.

All details associated with Sports Complex reservations must be completed by the deadline. The deadline date will be determined as follows:

Reservations which require no staffing or set-up such as Club Sport practices, Cal Poly Athletic Department practices, and Kinesiology academic classes:

- Three (3) business days prior to the event date

Reservations that require staffing or approval from the Sports Complex Use Committee.

- Reservation: Twenty-one (21) calendar days prior to the event date.
- Event Details: Fourteen (14) calendar days prior to the event.
- Revisions: Seven (7) calendar days prior to the event.
- Cancellation: Seven (7) calendar days prior to the event date.

Reservations that require a special permit (e.g., campus building permit for electrical use, temporary structures, etc.):

- Reservation: Thirty (30) calendar days prior to the event date.
- Fire Marshal Approval: Thirty (30) calendar days prior to the event date.
- Event Details: Fourteen (14) calendar days prior to the event (i.e. room diagrams, audio visual needs, itinerary).
- Revisions: Seven (14) calendar days prior to the event (i.e. minor changes to room diagram, audio visual needs, itinerary).
- Cancellation: Seven (7) calendar days prior to the event date.

All reservations are subject to cancellation if the details are not submitted by the due date.

ASI Event Management and the appropriate scheduling entity must be informed in advance of any change regarding an event. Changes made after the due dates referenced above will incur a fee as outlined on the [ASI Rate Sheet](#).<sup>3</sup>

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<sup>3</sup> ASI Rate Sheet: [http://www.asi.calpoly.edu/form\\_policies/show/473](http://www.asi.calpoly.edu/form_policies/show/473)

Failure to comply with policy will result in the cancellation of all current reservations and immediate loss of all scheduling privileges. This is at the discretion of the ASI Director of Facilities or designee in collaboration with the SCUC.

Informal or open recreation by the Cal Poly community is a critical component of the Sports Complex. The ability to “drop in” and utilize the Sports Complex facilities in a non-organized fashion is an important component of the Cal Poly recreational opportunity. In the absence of scheduled activities, all fields shall revert to informal recreation on a first come first served basis.

## Reservation Priority

ASI reserves the right to give preference to university events sponsored or endorsed by the university president.

The following schedule identifies the first date that groups may request reservations in the Cal Poly Sports Complex for the following academic year:

- May 1: Block Schedule Entities
  - Identified users (below) have been assigned Cal Poly Sports Complex Blocks and may request space within their designated blocks for the following academic period.
    - ASI
    - Kinesiology (shares with Cal Poly Athletics and Club Sports)
    - Maintenance
    - Cal Poly Athletics
    - Cal Poly Club Sports
    - Recognized Student Organizations
    - Conference and Event Planning
  - Reservation requests made by entities categorized within the same block are processed in the order received.
  - Cal Poly Athletics and Club Sports are required to collaborate with the Kinesiology Department in sharing Cal Poly Sports Complex facilities for university classes.
- June 15
  - Identified users (below) have been assigned Cal Poly Sports Complex Blocks and may request space within their designated blocks for the following academic period.
    - Cal Poly Departments
- Seven (7) weeks prior to the start of each academic period:
  - All requests within designated blocks are due. Unused blocks may be made available to other eligible users in accordance with the Sports Complex Facility Policy.
- Six (6) weeks prior to the start of each academic period:
  - Unused times within designated blocks will be released for the following spaces:
    - Synthetic Turf Fields (Fields 1 – 3)
    - Grass Turf Fields (Fields 4 – 7)
    - Softball Fields (Fields 4 – 6)
    - Pickleball Courts (Courts 1 – 6)
    - Futsal Courts (Courts 1 and 2)



- Unused block time will be processed in the following priority order on a date stamped first come first served basis:
  - ASI Programs
  - Cal Poly Athletics
  - Kinesiology
  - Maintenance
  - Club Sports
  - Recognized Student Organizations
  - Cal Poly Departments
  - Conference and Event Planning

## Cancellation and No-Show Policy

Cancellation of reservations must be made by the requestor or other authorized individual seven (7) calendar days prior to the scheduled event by contacting their appropriate scheduling entity in writing.

If a group fails to notify their scheduling entity of a cancellation seven (7) calendar days in advance, the group will be considered a last-minute cancellation and incur a fee as outlined on the applicable [ASI Rate Sheet<sup>3</sup>](#).

Additionally, charges for staff time will be billed for all cancelled or “no-show” events when staff support is required or when actual costs have been incurred by ASI.

If a group has delinquent fees, they will not be allowed to book further reservations, nor will their current reservations be honored, until all last-minute cancellation fees are paid.

Failure of a group to cancel an event more than three (3) times in an academic year will result in the cancellation of all remaining reservations for the academic year.

## Supervision

### ASI Supervision

- Responsibilities
  - ASI will staff the Cal Poly Sports Complex with a minimum of one (1) field supervisor during scheduled reservations. This staff member will be CPR and First Aid certified and will be the on-site individual with keys and facility knowledge. Their responsibility will be to oversee the scheduled activities, to ensure that field policies are followed, and facilities are properly used.
- Facilities
  - ASI Field Supervisors shall be responsible for supervising the following spaces:
    - Upper Synthetic Turf Fields
    - Lower Grass Turf Fields
    - Lower Grass Softball Fields
    - Pickleball Courts
    - Futsal Courts
- Event Types
  - ASI Field Supervisors will supervise events at the Sports Complex held by the following groups:
    - ASI Intramurals
    - ASI Events
    - Recognized Student Organizations

- Cal Poly Departments
- Conference & Event Planning

### **Cal Poly Athletics Supervision**

- Responsibilities
  - During any practice, event, or camp sponsored by Cal Poly Athletics, an appointed coach or athletic trainer will be on-site. They are responsible for locking and unlocking the facility, ensuring the safety of the participants and spectators as well as overseeing the proper use of all facilities. These individuals are CPR and First Aid certified.
- Facilities
  - Athletic Coaches and/or Athletic Trainers shall be responsible for supervising the following spaces:
    - Upper Synthetic Turf Field
    - Lower Grass Turf Field
    - Lower Grass Softball Fields
    - Pickleball Courts
    - Futsal Courts
- Event Types
  - Cal Poly Athletics shall be responsible for supervision of the following events:
    - Athletic games
    - Athletic practices
    - Athletic camps processed through Conference and Event Planning

### **Club Sports Supervision – Club Sport Event Management**

- Responsibilities
  - The Club Sport Event Management staff is responsible for providing an organized, well-maintained event. Their role is to develop and improve the overall experience of teams participating in the event as well as fans attending. Cal Poly Club Sports will collect and maintain Release of Liability forms for Cal Poly Club Sports athletes and coaches and all visiting Club Sports athletes, coaches, and officials.
- Cal Poly Club Sports Student Safety Officers & E-Staff (Event Staff)
  - Cal Poly Club Sports Student Safety Officers shall be present at all Club Sports practices at Doerr Family Field and the Cal Poly Sports Complex.
  - Cal Poly Club Sports E-Staff shall be present at all Club Sports games and tournaments at Doerr Family Field and the Cal Poly Sports Complex.
  - Club Sports E-Staff, Safety Officers, and Coaches hold Adult CPR/AED and First Aid certifications, at minimum.
  - In the event of an injury during a Cal Poly Club Sports practice or game at Doerr Family Field or the Cal Poly Sports Complex, Club Sports Safety Officers shall be the initial responder to the incident.
  - Cal Poly Club Sports Safety Officers and E-Staff have basic first aid supplies as defined by the CSU Sport Club Guidelines.

- Cal Poly Club Sports Safety Officers will notify their advisor as soon as possible, not to exceed 24 hours, of all injuries that require a response.
- Club Sports Safety Officers and E-Staff will be expected to complete their own injury reports after providing care and ensure that reports are fully completed and submitted to Cal Poly Clubs & Organizations within 48 hours of the initial incident.
- If a Club Sports-assigned Safety Officer or E-Staff member is unable to be scheduled for the duration of a planned practice, game, or tournament, the event will be cancelled.
- Contracted Cal Poly Club Sports First Responders
  - Contracted Cal Poly Club Sports First Responders shall be present during multi-game tournaments and all Rugby and Lacrosse matches.
  - Cal Poly Club Sports First Responders must hold a minimum Emergency Medical Responder-level certification.
  - When a First Responder is hired for a game or tournament, they shall be the primary responder to an incident as their level of training exceeds that of the E-Staff.
  - In the event of an injury during a Cal Poly Club Sports practice or game at Doerr Family Field or the Cal Poly Sports Complex, Club Sports Safety Officers or First Responders shall be the initial responder to the incident.

| <b>Club Sport</b>                  | <b>Practice</b> | <b>Game</b>              | <b>Multi-game Tournament</b>                 |
|------------------------------------|-----------------|--------------------------|--|
| Baseball                           | Safety Officer  | Safety Officer & E-Staff | Safety Officer, E-Staff, and First Responder |
| Field Hockey                       | Safety Officer  | Safety Officer & E-Staff | Safety Officer, E-Staff, and First Responder |
| Lacrosse (Men's & Women's)         | Safety Officer  | First Responder          | Safety Officer and First Responder           |
| Rugby (Men's & Women's)            | Safety Officer  | First Responder          | Safety Officer and First Responder           |
| Soccer (Men's & Women's)           | Safety Officer  | Safety Officer & E-Staff | Safety Officer, E-Staff, and First Responder |
| Ultimate Frisbee (Men's & Women's) | Safety Officer  | Safety Officer & E-Staff | Safety Officer, E-Staff, and First Responder |

- Facilities
  - Club Sport Event Staff shall be responsible for supervising the following spaces:
    - Upper Synthetic Turf Fields
    - Lower Grass Turf Fields
    - Lower Grass Softball Fields
    - Pickleball Courts
    - Futsal Courts
- Event Types
  - Club Sport Event Staff and/or safety officer shall be responsible for supervision of the following events:
    - Club Sports Practices

- Club Sport Games
  - Club Sport Tournaments
- Costs
  - Please consult with the Club Sports Coordinator for details and applicable charges.

### **Academic Programs**

- Responsibilities
  - The registered course instructor is responsible for overseeing class activities to ensure participant safety, that facility policies are followed, and arrange for equipment needed for the event. They will develop an emergency plan and serve as the first responder in the event of an emergency.
- Facilities
  - Instructors shall be responsible for supervising the following spaces:
    - Upper Synthetic Turf Field
    - Lower Grass Turf Field
    - Lower Grass Softball Fields
    - Pickleball Courts
    - Futsal Courts
- Event Types
  - Academic courses scheduled through University Scheduling.
  - Ad Hoc Classes that are used to supplement existing courses and are scheduled through University Scheduling.

### **Field Maintenance**

Maintenance shall be overseen by the university and managed by Cal Poly Facility Services. Responsibilities include:

- Natural grass fields: Mowing, irrigation, renovation
- Synthetic turf fields: Grooming
- Adjoining space: Landscaping and irrigation
- Lighting compliance, including bulb replacement

Refer to lease agreement for specifics parameters.

#### Maintenance Schedules

- Academic Year
  - A minimum of two (2) hours per field will be allocated daily for maintenance as designated on the Block Schedules.
- Summer
  - Natural grass fields may be closed for up to six (6) weeks during summer for annual renovations.
- All maintenance times must be entered into the campuswide scheduling software.

### **Field Closures**

## Maintenance Closures

- Major field maintenance, renovations, and repairs will take priority during academic breaks, holidays, and summer.

## Unanticipated Closures

- Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Facilities Management or designee. Whenever possible, ASI will notify groups of any reservation change in advance.
- ASI reserves the right to cancel an event or modify the extent of services provided in the event of weather, construction, utility interruptions, campus emergencies, natural disasters, or catastrophic events.

## Equipment

### General

- The ASI Director of Facilities Management or designee will determine property to be located and housed in the storage units at the Cal Poly Sports Complex.
- ASI sporting equipment may not be removed from the Cal Poly Sports Complex without prior written approval from the ASI Director of Facilities Management or designee.
- All equipment at the Sports Complex fields must be in proper working condition.
- Broken or damaged equipment must be properly disposed of by the responsible party.
- If an individual or group fails to remove the broken or damaged equipment within fourteen (14) days, ASI will remove and dispose of it at a cost to the responsible party.
- Equipment utilized by off-season teams shall be removed from playing surfaces.
- All equipment must be returned to its original location at the completion of scheduled activities.
- Groups are financially responsible for damage caused by the improper use or movement of equipment (i.e. soccer goals, lacrosse goals, field hockey goals).
- Requests for soccer goal placement on lower grass fields and use must be requested fourteen (14) days in advance.

### Equipment Replacement

- The SCUC will refer to the following table when replacing existing equipment. If a program chooses to purchase additional equipment, not including replacing old or broken equipment, they may do so at their own expense.

| Type of Equipment   | ASI    | Cal Poly Athletics | Club Sports |
|---------------------|--------|--------------------|-------------|
| Soccer Goals        | 33.33% | 33.33%             | 33.33%      |
| Soccer Nets         | 33.33% | 33.33%             | 33.33%      |
| Soccer Corner Flags | 33.33% | 33.33%             | 33.33%      |
| Lacrosse Goals      | 0%     | 0%                 | 100%        |
| Field Hockey Goals  | 0%     | 0%                 | 100%        |

| Type of Equipment | ASI | Cal Poly Athletics | Club Sports |
|-------------------|-----|--------------------|-------------|
| Rugby Posts       | 0%  | 0%                 | 100%        |

## Field Lining and Striping

The Cal Poly Sports Complex fields may be lined for a variety of different sports upon request. Field lining must be consistent with field use guidelines and is subject to approval by the SCUC. All requests for lining must be submitted to the appropriate entity a minimum of fourteen (14) days in advance through [Cal Poly Facility Services](#).

- Groups will be charged for paint application and removal. All paint removal must be performed or supervised by Cal Poly Facility Services.
- Responsibilities - The following Cal Poly entities are authorized to line fields for designated groups, spaces, and activities:
  - ASI
    - ASI Intramural Sports Activities
  - Club Sport Event Management
    - Club Sport practices
    - Club Sport competitions
  - Cal Poly Facility Services
    - Cal Poly Athletics practices and games
    - Conference and Event Planning events
  - Recognized Student Organization events
  - Cal Poly Department
    - Events
    - Academic courses

### Field Lining Materials

- Upper Fields (1-3)
  - Additional lines are not permitted.
- Lower Fields (4-7)
  - Natural turf paint or chalking as recommended and authorized by Facility Services.
- Available Field Lining
  - Other lines will be considered on a case-by-case basis.

| Space                                | Permanent Lines                           | Temporary Lines<br>(Upon Request) |
|--------------------------------------|---|-----------------------------------|
| Synthetic Turf Field 1<br>(160-162A) | Soccer<br>Flag Football<br>Men's Lacrosse | Not Applicable                    |

| <b>Space</b>                         | <b>Permanent Lines</b>                      | <b>Temporary Lines<br/>(Upon Request)</b>                           |
|--------------------------------------|---|---|
| Synthetic Turf Field 2<br>(160-162B) | Soccer<br>Flag Football<br>Women's Lacrosse | Not Applicable  |
| Synthetic Turf Field 3<br>(160-162C) | Soccer<br>Flag Football<br>Field Hockey     | Not Applicable  |
| Grass Turf Field 4<br>(160-163A)     | Not Applicable                              | Football<br>Lacrosse, Men's<br>Lacrosse, Women's<br>Rugby<br>Soccer |
| Grass Turf Field 5<br>(160-163B)     | Not Applicable                              | Football<br>Lacrosse, Men's<br>Lacrosse, Women's<br>Soccer<br>Rugby |
| Grass Turf Field 6<br>(160-163C)     | Not Applicable                              | Rugby<br>Soccer   |
| Grass Turf Field 7<br>(160-163H)     | Not Applicable                              | Rugby<br>Soccer   |
| Softball Field 4<br>(160-163D)       | Not Applicable                              | Softball  |
| Softball Field 5<br>(160-163E)       | Not Applicable                              | Softball  |
| Softball Field 6<br>(160-163F)       | Not Applicable                              | Softball  |
| Pickleball Courts<br>(160-162F 1-6)  | Pickleball                                  | Not Applicable  |
| Futsal Courts                        | Futsal                                      | Not Applicable  |

## Key Authorization

All keys are issued and approved by the ASI Director of Facilities Management or designee. A key authorization form must be completed and signed by the ASI Director of Facilities Management or designee.

Keys and key codes cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key privileges.

All keys must be returned as appropriate. Lost keys must be reported immediately to the ASI Director of Facilities Management or designee. The signatory agrees to pay a replacement fee for each lost key. Individuals who fail to return keys or pay the replacement fee will have a hold placed on their academic records. If a master key is lost, the signatory will be held liable for the cost of re-pinning all areas accessible by the lost key.