**L.I.F.E. Program Evening Court & Track Reservation Policy**

Times available: Sunday-Thursday 6:00pm-9:00pm

Reservations can be made by contacting **Travis Haug** the L.I.F.E. coordinator via email: life@k-state.edu or phone during office hours: **785.532.0701**

1) Policy agreement and payment (hourly rate) must be signed and turned in *prior* to basketball court or track use
2) Youth medical release forms must be filled out and turned in for any minors partaking in activities on grounds
3) To ensure a L.I.F.E. employee is available, reservations must be made *at least 24 hours in advance*
4) If campus is closed for a holiday or weather, no reservations will take place
5) You must secure a reserved court no later than fifteen minutes after the reservation time
   A) L.I.F.E. employee will lock up the facility and leave after fifteen minutes of a no-show
   B) If you make a reservation and do not show up, you will still be charged for the time you reserved
6) Be mindful of the clock so your activities are not extended past the time slot you have reserved; there may be a group coming in after you
   A) L.I.F.E. employee may ask you to leave as soon as your allotted time has expired
7) Use of K-State Track & Field equipment (hurdles, mats, etc) is *not* permitted
   A) Please do not mark or alter track in any way
8) Only one group will be allowed per court; however, more than one group may be allowed on track at a time depending on group size
9) No food or drinks without lids allowed
10) You may be asked to leave the facility at the discretion of L.I.F.E. staff
11) Please be courteous to other groups around you to ensure everyone has an enjoyable experience

I have read and understand the rules stated above and agree to the policies established by the L.I.F.E. Program.

Signature ___________________________  Printed Name ___________________________

Email __________________________

Phone __________________________  Date _______________