

Millersville University
Athletic Facilities
Priority Usage Guidelines
Revised 4/16/14

Policy and Procedures

Campus Recreation will partner with Intercollegiate Athletics, Wellness and Sport Sciences, Dining & Conference Services as well as other Campus Departments in scheduling to maximize usage and provide smooth facility operation and event management of the athletic facilities outlined in this document.

The needs of all Departments will be respected when using this document as a guideline for scheduling time and space. We will strive to maximize the use of each activity area for its intended purpose and process each request expeditiously.

The Campus Recreation Department is committed to providing facilities, time and opportunities for students, faculty and staff who wish to participate in the use of all Athletic space on campus for Wellness and Sport Sciences, Intercollegiate Athletics, Intramurals, Club Sports, Student Organizations, Open Recreation and other events scheduled through Dining and Conference Services.

Priority Scheduling

When not specifically specified, the priority schedule for any and all athletic facility outlined in this document is:

1. Wellness and Sport Sciences Academic programs (for Brooks and Pucillo Gyms),
2. Intercollegiate Athletics,
3. Intramurals,
4. Club Sports,
5. Recognized Student Organizations,
6. Open Recreation
7. Dining and Conferences Services

When facilities are not in use by any scheduled activity between the hours of 6 am – 10 pm they are available for Millersville University students, faculty and staff for informal use. Depending on the facility Millersville University students, faculty and staff may bring 1 (one) guest to use the facility.

Definitions of Group Designations (alphabetically)

Academic Programs: All Academic class offerings of the Wellness & Sports Science Department

Campus Recreation: All University sports programs including Intramurals and Club Sports representing student groups that are recognized by student senate, registered with the office of Student Programs and are student groups that are officially members of the Club Sports Council

Club Sports: Student groups that are officially members of the Club Sports Council

Dining and Conference Services: Dining and Conferences Services contracts with all outside groups or organizations that wish to rent Millersville University facilities. Through the Dining and Conferences Services a contract is developed outlining the specific facilities to be used and any and all equipment necessary for the event.

Fund Raiser: A camp or tournament organized by a current Millersville University Intercollegiate Athletics Coach whose sole purpose is to generate income for a current Intercollegiate Athletics Team. All money from this event goes directly into the team account.

Intercollegiate Athletics: All intercollegiate team practices, as well as games or events conducted by staff and involving Millersville University Intercollegiate Athletic Teams. This does not include summer camps conducted by MU coaches but operated as outside contractors.

Intramurals: Competitive or social sport programs offered for Millersville University students, faculty or staff by the Campus Recreation Office.

Open Recreation: Informal (Drop-In) activities offered through Campus Recreation.

Outside Groups: Any person or group (including Alumni or community member) that wishes to reserve athletic facilities for a fee.

Summer Camps: A summer camp organized by a current Millersville University Intercollegiate Athletic coach or any non Millersville University individual with an emphasis on a sports activity. The intent of this camp is to create revenue for the individual running the camp. Fees for this type of camp go through Dining and Conference Services into the University budget. Money raised from the camp may or may not also go into an Intercollegiate Athletics Team account.

University Events: One time special presentations as well as activities scheduled by the Admissions Office or other Departments on campus like the Admitted Students day, Commencement, Orientation, etc.

Facility Schedule Priority

This schedule is intended as a guide in determining priority in scheduling for each activity area during each hour of the day and week. It does not insure exclusive use by any one group in any one area. When conflicts arise, reference to this schedule should help us share space and time in ways that benefit all programs concerned. Modifications will be made periodically based on input from all departments concerned.

Example:

3:00 – 9:00 pm in Pucillo Gymnasium, Intercollegiate Athletics has top priority on use. They may only need court until 8 pm on a given night. The next program in order on the list (Intramurals) would then be able to use the gym at 8 pm.

Scheduling Procedures

Intercollegiate Athletic teams will contact the Athletic Director to schedule all practices and games. The Athletic Director, or their designee, will check the appropriate university scheduling software and if the facility is available for the time in question add the activity to the schedule marking the event with initials to identify who entered the event onto the calendar.

Millersville University students, faculty, or staff wishing to reserve athletic facilities other than the pools will contact the Director of Campus Recreation. The Director of Campus Recreation, or their designee, will check the appropriate calendar on the appropriate university scheduling software and if the facility is available for the time in question add the activity to the schedule marking the event with initials to identify who entered the event onto the calendar. To schedule the pools the Swim Coach should be contacted.

Non-Millersville University groups wishing to reserve athletics facilities should contact Dining Services directly and Dining and Conference Services will contact the Director of Campus Recreation to check and enter the information.

Brooks Gymnasium

Monday – Thursday

6:00am – 8:00am	Intercollegiate Athletics
8:00am – 3:00pm	WSSD (Intercollegiate Athletics when classes not using the gym floor)
3:00pm – 9:00pm	Intercollegiate Athletics (Monday, Tuesday, and Thursday)
7:00pm – 9:00pm	Club Sports (on Wednesday)
9:00pm – 1:00am	Intramurals

Friday

6:00am – 8:00am	Intercollegiate Athletics
8:00am – 3:00pm	Department of Wellness and Sport Sciences
3:00pm – 6:00pm	Intercollegiate Athletics
6:00pm – 10:00pm	Club Sports

Saturday

6:00am – 10:00pm	Intercollegiate Athletics
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Sundays

6:00am – 6:00 pm	Intercollegiate Athletics
6:00pm – 9:00pm	Club Sports
9:00pm – 1:00am	Intramurals

Brooks Field

Monday – Thursday

6:00am – 3:00pm	Open
3:00pm – Dusk	Club Sports

Friday

6:00am – 3:00pm	Open
3:00pm – Dusk	Club Sports

Saturday

6:00am – Dusk	Club Sports
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Sundays

6:00am – Dusk	Open
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Brooks Pool

Monday – Friday

7:00 am – 8:30 am	Open Recreation (Monday, Wednesday, Friday)
8:30 am – 3:00pm	Intercollegiate Athletics
3:00 – 5:00 pm	Open Recreation
5:00 – 8:00 pm	Intercollegiate Athletics

Saturday

6:00am – 10:00pm	Intercollegiate Athletics
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Sundays

6:00am – 9:00 pm	Intercollegiate Athletics
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Chryst Field

Last group using the field is responsible for turning out the lights

(When a facility is not in use by any of the organizations listed in the priority schedule it is available for the general use of Millersville University students, faculty, or staff.)

Monday – Thursday

6:00am – 9:00pm	Intercollegiate Athletics
9:00pm – 1:00am	Intramurals

Friday

6:00am – 10:00pm	Intercollegiate Athletics
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Saturday

6:00am – 10:00 pm	Intercollegiate Athletics
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Sundays

6:00am – 9:00 pm	Intercollegiate Athletics
9:00pm – 1:00am	Intramurals

Cooper Park
(Varsity Baseball Field)

Intercollegiate Athletics has priority on the Varsity Baseball Field at all times. To reserve the Varsity Baseball Field contact the Director of Intercollegiate Athletics

Pucillo Varsity Softball Field

Intercollegiate Athletics has priority on the Varsity Softball Field at all times. To reserve the Varsity Softball Field contact the Director of Intercollegiate Athletics

Pucillo Extra Field
(formerly Spoils Field)

Last group using the field is responsible for turning out the lights

(When a facility is not in use by any of the organizations listed in the priority schedule it is available for the general use of Millersville University students, faculty, or staff.)

No activities should be scheduled on Pucillo Extra Field while competitions are scheduled for Soccer Field

Monday – Thursday

6:00am – 6:00pm	Intercollegiate Athletics
6:00pm – 9:00pm	Club Sports
9:00pm – 1:00am	Intramurals

Friday

6:00am –10:00pm	Intercollegiate Athletics
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Saturday

6:00am –10:00pm	Intercollegiate Athletics
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Sundays

6:00am –6:00pm	Intercollegiate Athletics
6:00pm – 1:00am	Intramurals

Pucillo Soccer Field

Last group using the field is responsible for turning out the lights

(When a facility is not in use by any of the organizations listed in the priority schedule it is available for the general use of Millersville University students, faculty, or staff.)

Monday – Thursday

6:00am – 9:00pm Intercollegiate Athletics

Some space will be available for Wellness and Sport Sciences classes between 8 am – 3 pm if the class chooses to use field space for the fitness component of the class.

In the Spring the Men's Lacrosse club will be allowed to share practice time between 4 – 6 pm. Men's Lacrosse will schedule 4 – 5 home games on this field during the Spring Semester starting no earlier than 6 pm.

9:00pm – 1:00am Intramurals

Friday

6:00am – 10:00pm Intercollegiate Athletics

Saturday

6:00am – 10:00 pm Intercollegiate Athletics

Sundays

6:00am – 6:00 pm Intercollegiate Athletics

6:00pm – 1:00am Intramurals

Pucillo Gymnasium

Monday – Thursday

6:00am – 8:00am Intercollegiate Athletics

8:00am – 3:00pm WSSD (Athletics will contact WSSD Office on weekly basis for individual work outs)

3:00pm – 10:00pm Intercollegiate Athletics

10:00pm – 1:00am Intramurals

Friday

6:00am – 8:00am Intercollegiate Athletics

8:00am – 3:00pm Department of Wellness and Sport Sciences

3:00pm – 10:00pm Intercollegiate Athletics

Saturday

6:00am – 10:00pm Intercollegiate Athletics

Sundays

6:00am – 9:00pm Intercollegiate Athletics

9:00pm – 1:00am Intramurals

Pucillo Pool

Monday – Thursday

6:00am – 8:00am	Intercollegiate Athletics
10:00am – 1:00pm	Open Recreation
2:00pm – 8:00 pm	Intercollegiate Athletics (Should there be more than 1 (one) water based Club Sports priority from 7:00 – 8:00 pm in Pucillo Pool will revert back to Club Sports. Intercollegiate Athletics will be notified of the addition of Clubs and the priority change will take place at the beginning of the following semester)
8:00pm – 11:00pm	Club Sports/Intramurals

Friday

6:00am – 8:00am	Intercollegiate Athletics
10:00am – 1:00pm	Open Recreation
3:00pm – 10:00pm	Intercollegiate Athletics

Saturday

6:00am – 10:00pm	Intercollegiate Athletics
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Sundays

6:00am – 9:00 pm	Intercollegiate Athletics
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Tennis Courts

Monday – Friday

6:00am – 8:00pm	Intercollegiate Athletics
8:00 am – 2:00 pm	Wellness and Sport Sciences
2:00pm – 1:00am	Intercollegiate Athletics