

Sport Club Officer Meeting

2023-2024



Title IX

Baylor University does not tolerate sex discrimination, which includes, but is not limited to sexual violence, sexual harassment, sexual assault, stalking, dating/domestic violence, retaliation, and other related forms of sex discrimination. These behaviors are harmful to the well-being of our community and its members, the learning and working environment, and collegial relationships among our students, faculty, and staff. All forms of prohibited conduct under this policy are regarded as serious University offenses; and violations will result in discipline, with the possibility of separation from the University. State and federal laws also address conduct that may meet the University's definitions of prohibited conduct, and criminal prosecution may occur independently of any disciplinary action imposed by the University.

For more information on how to report or to learn more about our policy and process, please visit www.baylor.edu/titleIX.

Student Activities

All club events must be approved through the Connect system.



- *Rosters - Must be a Roster Manager
- *Product Approvals (T-Shirts, Uniforms)
- *Grade Reports
- *Exception to Policy Form

Fusion Club

club.fusionfamily.com/@/baylor



*Rosters

*Baylor Waiver

*Code of Conduct

All members must register for your club and complete both forms. Then an officer must approve them to be placed on the active roster!

Club Officers

Go to Fusion Club and create an account.

Find your club and register for it.

We will make you President within your club.

Invite members to join your club and accept them to your roster.

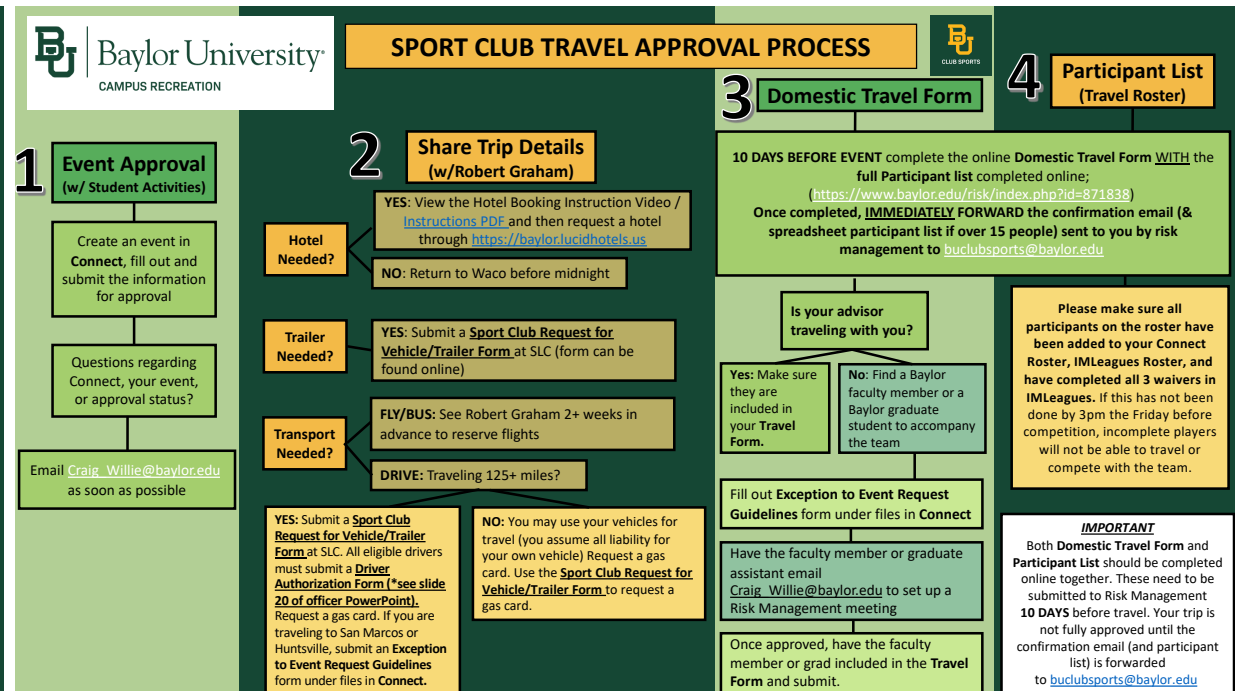
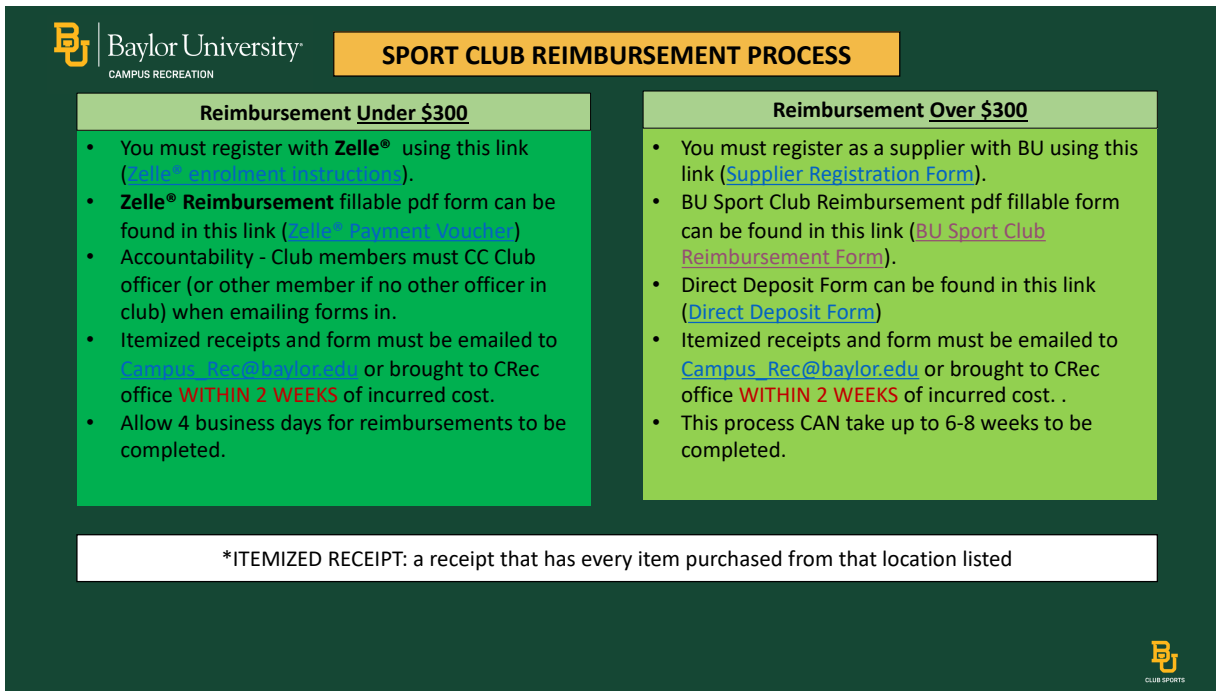


EMAIL ADDRESS

buclubsports@baylor.edu

- Best method to contact your teams designated coordinator/director
- Submit/Forward all forms and/or questions
- Please include your Club Sport Team somewhere in the subject line

Sport Club Flow Chart



Reimbursements & Payments

Supplier Registration

- when needed & which form?

Zelle Payments

- how to sign up & which form?


Other Forms, Info & Payment Sheets



Zelle® Payment Request Voucher

- Will be use for amounts UNDER \$300.
- You must register with **Zelle®** to be reimbursed this way.
- **Zelle® instructions** can be found on Club Sport website under reimbursements.
- **Zelle® Reimbursement** fillable pdf form can be found on Club Sport website under reimbursements.
- Accountability - Club members must CC Club officer (or other member if no other officer in club) when emailing forms in.
- Itemized receipts and form must be emailed to buclubsports@baylor.edu or brought to CRec office **WITHIN 2 WEEKS** of incurred cost.
- Allow 4 business days for reimbursements to be completed.

Internal Office: ☐
Club Approved: ☐
CRec Department approved: ☐
Travel budget COA: ☐

 **Baylor University**
Division of Finance & Administration
Controller's Office
Zelle® Payment Request Voucher

Please fill out the following information using the email address or mobile phone number that you enrolled with Zelle® and submit with expense receipts (proof of payment) to BUClubSports@baylor.edu.

BU ID: _____ Date Submitting: _____
First and Last Name: _____ Date of Event: _____
Zelle Mobile Number: _____ Department/Club: _____
*OR Zelle Email: _____
**If you did not use a mobile number to register with Zelle*

EXPENSES FOR REIMBURSEMENT

Date of Expense(s)	Purpose of Expenditure(s)	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Additional Sheet (if needed):		-
Total Reimbursement Amount: \$		-

Please initial that you have read the following:

☐ The requested Zelle® payment will be sent to the bank account linked to the email address or mobile phone number used to enroll in Zelle®. Please review and confirm this information is correct to ensure you receive payment. The University is not obliged to take any further steps to confirm or authenticate your contact information, and you agree to accept full responsibility for losses resulting from any errors or omissions in the provided information.

☐ Please do not provide an email address if you enrolled with Zelle® using your mobile phone number. If you provide both your email address and mobile phone number, Zelle will default to sending the payment to the bank account enrolled with the provided email address ONLY. If the email address is not enrolled with Zelle®, the payment will not transact to the provided mobile phone number.

☐ Zelle® may return any transfer transaction to the University if you do not enroll the provided email address or mobile phone number with Zelle®, or if you do not identify a Deposit Account within a reasonable time, not to exceed 14 calendar days, after you are sent notice of a pending transfer transaction.

Any additional information we need to know:

FOR DEPARTMENT USE ONLY:

Financial Administrator: _____ Date _____
Entered into Zelle by: _____ Date _____
Zelle Transaction #: _____

BU Sport Club Reimbursement Form

- To be used for reimbursements OVER \$300
- You must register as a supplier with BU.
- Supplier registration form can be found on Club Sport website under reimbursements.
- BU Sport Club Reimbursement pdf fillable form can be found on Club Sport website under reimbursements.
- Itemized receipts and form must be emailed to buclubsports@baylor.edu or brought to CRec office **WITHIN 2 WEEKS** of incurred cost. .
- This process CAN take up to 6-8 weeks to be completed.

Club: _____ Event name: _____
Event Date(s): _____ Event Location: _____
Name of person being reimbursed: _____

Reimbursement for: _____

Equipment	\$ _____
Food	\$ _____
Gas (travel related)	\$ _____
Gas (non-travel related)	\$ _____
Parking Fees	\$ _____
Lodging	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
TOTAL \$ _____	

Person to be reimbursed:
Name: _____ BU ID#: _____
Cell phone number: _____ BU Email: _____

Supplier Registration

these can be found on Club Sport website, under Reimbursements

Campus Recreation
Baylor University

Supplier Registration

Name:

Business Name & Address:

Email:

Phone:

Services or Goods
offered:

Business Website:

Check One:

- ☐ Baylor Employee
- ☐ Baylor Student
- ☐ None of the above

Once this form is filled out, please email it to Heather_Foit@Baylor.edu

Watch for an email from our **Procurement** office at Baylor University to complete your supplier set up. Be aware this could go to your junk mail.



Officials Payments

- This is a NEW form – do not use the old one.
- Can be found on Club Sport website, under forms.
- To be used when needing to pay officials and you are responsible for gathering information to do so.
- Information from this form will be used to set the Official up as a supplier, if needed, AND as an invoice for payment needed.
- Due to buclubsports@baylor.edu or in the CRec office **NO LATER THAN 2 DAYS** after game.
- Handwriting must be legible or will not be accepted.



Sport Club Officials Payment Form

Information from this form will be used to set up Sport Officials with 1845 Management group for payment, or be used as justification for a payment. This is **due WITHIN 48 HOURS OF GAME**. Send to BUClubSports@Baylor.edu. Please write legibly.

Name of student / club member turning in this form: _____

Student's email: _____ Student's Cell#: _____

Officials First and Last Name: _____	
Officials Email address: _____	
Officials Cell Phone Number: _____	
Club Officiated: _____	Date Officiated: _____
Location of Event: _____	Amount Due: _____

Officials First and Last Name: _____	
Officials Email address: _____	
Officials Cell Phone Number: _____	
Club Officiated: _____	Date Officiated: _____
Location of Event: _____	Amount Due: _____

Officials First and Last Name: _____	
Officials Email address: _____	
Officials Cell Phone Number: _____	
Club Officiated: _____	Date Officiated: _____
Location of Event: _____	Amount Due: _____

Officials First and Last Name: _____	
Officials Email address: _____	
Officials Cell Phone Number: _____	
Club Officiated: _____	Date Officiated: _____
Location of Event: _____	Amount Due: _____

Key takeaways –

- Zelle is to be used for reimbursements UNDER \$300.
- Zelle reimbursements must have club accountability (cc'd on email)
- Itemized receipts are still required!
- No receipt or lost receipt form = no reimbursement.
- Being a Team Leader = YOU must do your part to communicate to your team how to be reimbursed and provide information as needed.
- Reimbursement and payment requests – DUE 2 weeks from end of event or cost incurred.
- We are here to help you!

BUClubSports@baylor.edu for emailing in forms & receipts for reimbursement and payments

BUClubSports@baylor.edu for all other communication and other forms




Deposit Form

For all deposits except donations.

Bring donations in separately.

*Remember you can also use the link on your Campus Rec Page for non-cash.



CAMPUS RECREATION

CAMPUS RECREATION DEPOSIT FORM

Date: _____

Organization/Club/Campus Rec. _____
 Officer Name: _____ BU ID#: _____
 Reason for Deposit: _____

Per IRS and Baylor University policy, tax on all Apparel & Uniform sales must be recorded.

DEPOSIT

DEMONINATION	QUANTITY	AMOUNT
BILLS		
\$100.00		
\$50.00		
\$20.00		
\$10.00		
\$5.00		
\$1.00		
	BILLS TOTAL	
COINS		
\$1.00		
\$0.75		
\$0.10		
\$0.05		
\$0.01		
	COINS TOTAL	
CHECKS	TOTAL # OF CHECKS	TOTAL \$ VALUE OF CHECKS

BILLS TOTAL
COINS TOTAL
CHECKS TOTAL
GRAND TOTAL OF DEPOSIT

TOTAL APPAREL/UNIFORM DEPOSIT

TOTAL MEMBERSHIP DUES/OTHER DEPOSIT

Please sign your name below once you have verified the final amount of the deposit.

Signature	Date	Initials
Student/GA _____		
Supervisor _____		
Dept. Code: _____	Account: _____	
Campus Rec Staff _____		

Rev. 5/2018

Additional Accounting Items

NOTE: Sport Clubs may not have any type of accounts other than the ones Baylor provides through the Campus Recreation office. No club may have any type of bank account off campus. All money that the club collects must be deposited into the club's account through the Campus Recreation office.

Clubs are not to hold on to petty cash.
All money must be deposited.

Purchasing Equipment and other items

All vendors must be approved in Baylor's financial system before any purchases can be made. Submit vendor information to buclubsports@baylor.edu well in advance of purchase to ensure timely transaction.

Submit Quote to buclubsports@baylor.edu. Item descriptions must be specific and detailed (number, sizes, colors, dimensions, material, brand names, catalog number, etc.) to ensure receipt of the desired item(s).

Baylor Marketplace

Each club has a presence on the marketplace that you can use to sell club apparel and other items to members, parents, and alumni.

Available Accounts

Travel Account:

Balance does not roll over.

For:

Gas – Hotels – Rental Vans

Entry Fees – Buses

Not for Food.

Club Account:

All dues, fund raising, and donations. Balance rolls over each year. For any club related expenses.

Paying dues by credit card will result in the club paying the transaction fees.

Coaching Forms

All coaches
must
complete
both forms.



Sport Club Coaching Agreement



Coaching services will be provided at the discretion of the club members for a period of one-year (Fall through Summer Semester). All coaches must reapply for their positions each year, regardless of how long they have been affiliated with the club. It should be noted that coach and faculty advisor are two different positions, but the same person if qualified can hold both positions. The agreement to coach does not imply employment by Baylor University or any of its departments, and shall be in effect as long as both parties (the club and the coach) continue to receive mutual benefit from the terms and conditions as follows:

1. Coach agrees to abide by all rules and policies of Baylor University, the employing club, the Sport Club staff, The Department of Campus Recreation, and any off campus agency. Any failure to comply may be grounds for immediate termination of this agreement or reduction of agreed payment.
2. The Sport Club staff will review the coaching agreement. Agreements must be accompanied by a resume and/or written summary of credentials and experience. In the event of a dispute between the club and the coach, the club and/or the coach will notify and seek assistance from the Sport Club Program Staff.
3. Coach will provide evidence of personal medical and liability insurance coverage and complete an application. Coach also agrees not to hold the aforementioned club responsible for personal injury or disability.
4. Coach agrees to operate as a good faith ambassador for the Sport Club Program at Baylor University, and agrees to cooperate and share information with similar sport clubs at Baylor University.
5. Coach will provide organized and safe instruction and training for various skill levels, and will monitor performance for purposes of evaluating skill levels for recognition or assignment of competitive entries.
6. Coach may provide input concerning finances, competition schedules, demonstrations, special events, and training trips. It should be noted that Sport Clubs are student organizations of Baylor University, which have been recognized by the university qualifying them for the use of facilities and funding. They have been formed by students and are run by students. Participation is voluntary and open to all full time students. The club officers and the Department of Campus Recreation will make the final decision regarding any club matter.
7. If the club agrees to provide compensation for coaching services it will be on an annual basis. If the agreement is terminated, the coaches may be paid for services on a pro-rated scale of total practices and/or competitions scheduled; if included in the original signed contract.
8. If the coach accompanies the club to away from campus training and/or competitive events the club is only allowed to pay for the travel and lodging expenses for the coach at the discretion of the club officers.
9. The agreement to coach becomes effective when signed by the Coach, Club President, Coordinator for Sport Clubs and Director of Campus Recreation.

Coach _____ Date _____

Club President _____ Date _____

Coordinator for Sport Clubs _____ Date _____

Director of Campus Recreation _____ Date _____

Date Effective _____

Date Ending _____

Payment Amount _____

Sport Club _____



Sport Club Coaching Application



Coaching services will be provided at the discretion of the club members for a period of one-year (Fall through Summer Semester). All coaches must reapply for their positions each year, regardless of how long they have been affiliated with the club. The agreement to coach does not imply employment by Baylor University or any of its departments.

Applicant Name _____ Club _____

Address _____

Phone (Home) _____ Phone (Work) _____

E-Mail Address _____

Currently employer _____

Job Title _____

Please make a brief statement highlighting your qualifications (including your educational and coaching experiences).

Please list any certifications or training that would apply to this position (CPR, First Aid, WSI).

Are you currently or have ever been affiliated with Baylor University? _____

If yes, how? _____

Applicant _____ Date _____

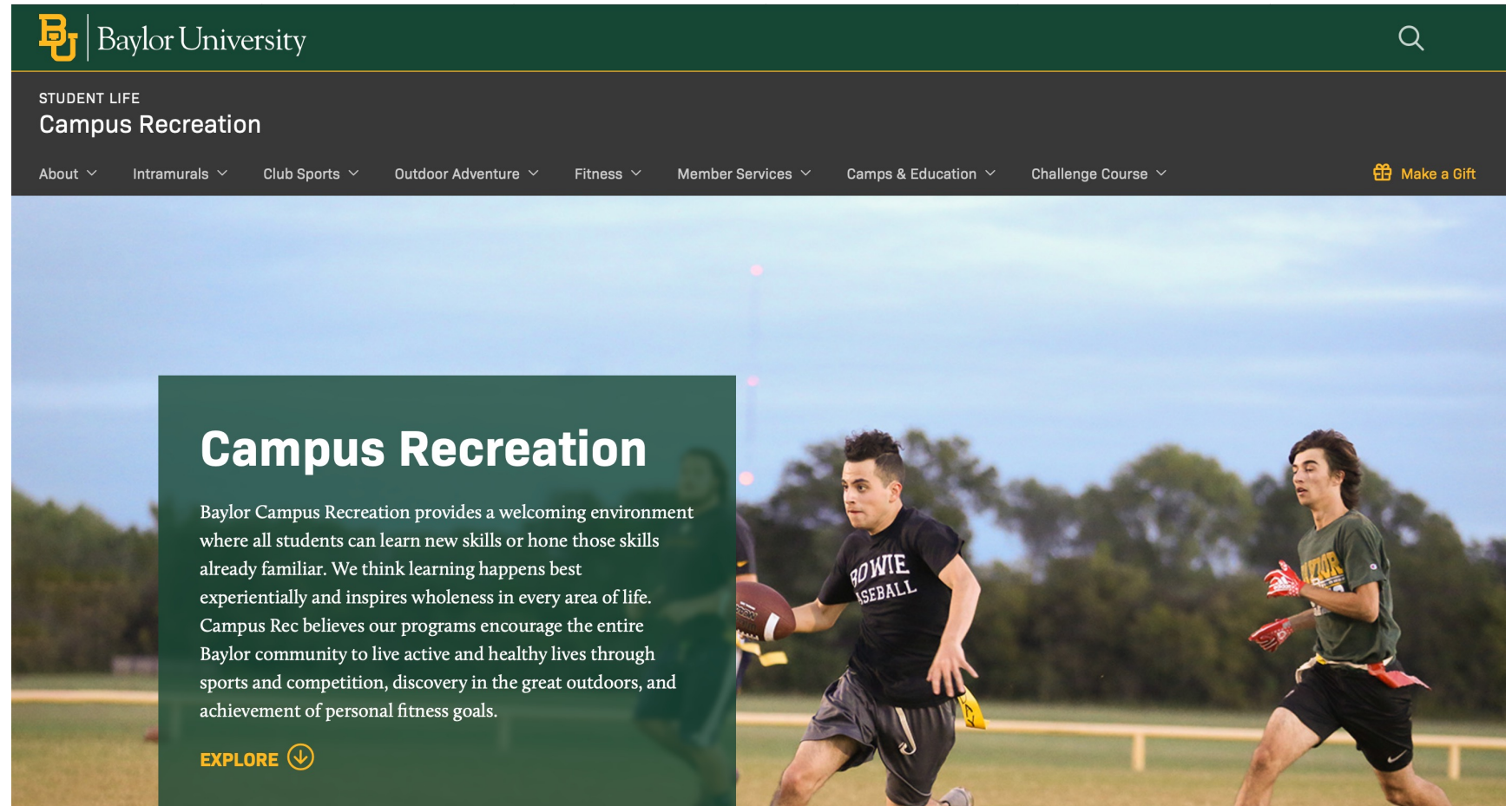
Club President _____ Date _____



THANK YOU FOR YOUR INTEREST IN BAYLOR UNIVERSITY SPORT CLUBS.



CREC Webpage



Campus Recreation

[About](#) ▾[Intramurals](#) ▾[Club Sports](#) ▾[Outdoor Adventure](#) ▾[Fitness](#) ▾[Member Services](#) ▾[Camps & Education](#) ▾[Challenge Course](#) ▾[📁 Make a Gift](#)

Club Sports

Sports

Resources

Sports

Our 35 sport clubs are student led, competitive, and often travel to play against other college teams. Competition is more than pick-up, but not as intense as what you see from our DI athletes.

Whether you're looking to hone your competitive skills or wanting to try something new, you are sure to find a spot on one of the 35 sport clubs offered in Campus Recreation.

Baseball



A group of students with a passion for America's past time! Tryouts in the fall, practices a few days a week, conference play begins in Spring.

[SCHEDULE](#)[DONATE](#)[PAY YOUR DUES](#)[CLUB CONTACT](#)

Deposit Link For Dues and Donation Link

Safety Officers

Must have two members that are First Aid and CPR certified. Campus Recreation will pay for classes taken at the SLC.

Must report all injuries, no matter how minor, to the Risk Management Office.

Baylor Incident Report:

<https://www.baylor.edu/gr/index.php?id=871826>



Travel



All travel must be approved through the Connect System. Exception to Policy Form on Connect as well.

A travel advisor must accompany you on every trip.

Travel over 125 miles must include commercial or rented vehicles. (Air, Bus, Rental Car)



[Baylor Online Travel Form Link](#)

The confirmation email you receive MUST be forwarded to
buclubsports@baylor.edu email immediately

If you have over 15 participants, the excel document with your Participant List must be emailed as well.

Est. # of students	10
Est. # of staff	1
Will academic credit be earned?	No
Will non-enrolled minors (under the age of 18) participate?	No
Forms of transportation	Personal Vehicles/Rented Vehicles
Driver's email	Driver_Email@baylor.edu
Will there be more than 15 participants?	Yes/No
No. of participants	11
Participant (1) name	Baylor Bear
Participant (1) status	Student
Participant (2) name	Marigold Oso
Participant (2) status	Student
Participant (3) name	Bruiser Bear
Participant (3) status	Staff

Make sure you list your faculty/ staff advisor in the participants!

Travel Forms

If you have over 15 participants, the excel document with your Participant List must be emailed along with your confirmation email as well.

Baylor > University Compliance and Risk Services > Domestic Travel Form

 logout

Domestic Travel Form




For Faculty/Staff and Student Travel



Participant List

* Will there be more than 15 participants?

 If more than 15 participants will be attending the trip, please download the [Participant List Form \(XLSX\)](#), complete it, and upload it on the following page.

[« Back | Edit Request](#)

[Continue Request »](#)

	A	B	C	D	E	F	G	H
1	Trip Name	Trip Start Date	Trip End Date	First Name	Last Name	Participant Classification	BU Email Address	BU ID Number
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

Driver Form


Must be 18 years old to be a certified driver.

To become an Authorized Driver, please visit the Driving for Baylor webpage <https://www.baylor.edu/risk/index.php?id=871837> and under "Resources", click "Request to Drive"

Complete the online fillable application, **print, and sign with ink pen***

Then then click the "**Upload Completed Driver Application**" widget to upload the completed and signed form




Baylor University

**AUTHORIZATION TO OBTAIN INFORMATION
FOR DRIVING AND MOTOR VEHICLE REPORTS**

I understand and agree that in connection with my application for employment and/or my continued employment with Baylor University (the "University"); the University may obtain a consumer report on me for employment purposes.

If I will be driving on behalf of the University, but I am not an employee or applicant for employment, I understand that as a precondition to approval for driving, the University may nevertheless obtain a consumer report consisting of my driving and motor vehicle records.

A "consumer report" for the purposes of this release is any written, oral or other communication or any information by a consumer reporting agency or law enforcement agency ("outside agency") bearing on a person's motor vehicle or driving records. The University may use an outside agency to research my motor vehicle and driving records, if any exist. This outside agency will provide a report to the University. This authorization and consent do not authorize the University to obtain information on my financial or credit history.

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby certify that I authorize and permit BAYLOR UNIVERSITY to obtain a consumer report on my Driver License/ID Card and Motor Vehicle Records, inclusive of that personal information provided by myself (name, address, driver identification number, etc.).

I agree that a copy of this authorization has the same effect as an original.

I understand and acknowledge that under provisions of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report. I have provided a proper identification.

Incomplete forms will not be processed. Complete on-line, print, add ink signature, and return. Do not email.

New Application: ☐ Renewal: ☐ Daytime Phone: _____

First Name: _____ Last: _____ Maiden: _____

Date of Birth: _____ Age: _____

A three-year driving history is required. All license numbers and states in which you have held that license for the last 36 months must be provided.

Current Driver's License No.	State
Previous Driver's License No.	State
Previous Driver's License No.	State

Faculty ☐ Staff ☐ Student Employee ☐ Student ☐ Spouse ☐

Official Department Name: **Campus Recreation** Email of Supervisor: **Robert_Graham@baylor.edu**

12 Passenger: **YES/NO** Boat: **YES/NO** Bus: **YES/NO**


Golf Cart: **YES/NO** UTV: **YES/NO**

Applicant Signature: _____ Applicant Email: _____

(No Electronic Signature)

Date of Application: _____

Mail to: University Compliance and Risk Services
One Bear Place #97171
Waco, TX 76798-7171
Deliver to: Hankamer 330 Fax to: (254)710-6256


Baylor University

**RELEASE TO OBTAIN INFORMATION
FOR DRIVING AND MOTOR VEHICLE REPORTS**

- I **understand** that in connection with my application for employment and/or my continued employment with Baylor University (the "University"); the University may obtain a consumer report on me for employment purposes.
- If I will be driving on behalf of the University, but I am not an employee or applicant for employment, I **understand** that as a precondition to approval for driving, the University may nevertheless obtain a consumer report consisting of my driving and motor vehicle records.
- A "consumer report" for the purposes of this release is any written, oral or other communication or any information by a consumer reporting agency or law enforcement agency ("outside agency") bearing on a person's motor vehicle or driving records, not including information on my financial or credit history. The University may use an outside agency to research my motor vehicle and driving records, if any exist. This outside agency will provide a report to the University.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Baylor University, its employees, agents and representatives, from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

Signature: _____ Today's Date: _____

(No Electronic Signature)

Printed Name: _____ Department: _____

Applicant Email: _____

Mail to: University Compliance and Risk Services
One Bear Place #97171
Waco, TX 76798-7171
Deliver to: Hankamer 330 Fax to: (254)710-6256

Vehicle Form

To request Enterprise and Campus Recreation Vehicles, trailers, and Gas Card.

Gas card use at [accepted merchant locations](#).

<https://www.fleetcommanderonline.com/app/public/merchantLocator.do>

Sport Club Request for Vehicle / Trailer Form

Submit completed form for each trip to be taken to the Campus Recreation office located in the Student Life Center.

Date: _____ Submitted by: _____ Phone #: _____

Club: _____

Event: _____ Event Date: _____

Event Location: _____

Date to Pick-up: _____ Time: _____

Date to Drop-off: _____ Time: _____

Type of Vehicle / Trailer Requested:

- ☐ Mini Van(s) – How Many? _____
- ☐ Large SUV – How Many? _____
- ☐ Full Size Car(s) – How Many? _____
- ☐ Other Type: _____ - How Many? _____
- ☐ Truck
- ☐ Box Trailer
- ☐ Flatbed Trailer
- ☐ Gas Card

You will be notified on the status of your request as soon as has been processed.

This form should be completed at least 10 business days (2 weeks) prior to each event to allow time for processing.



Enterprise



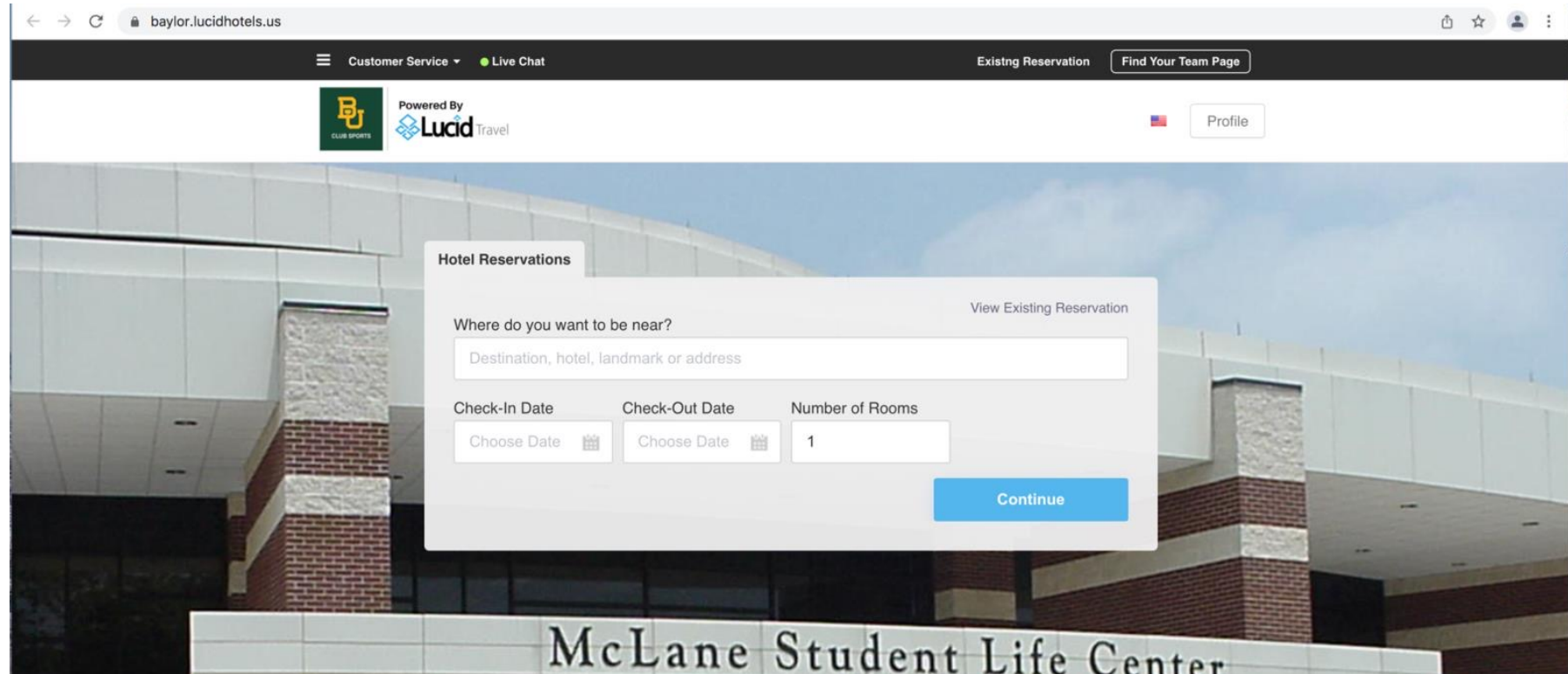
When you are at Enterprise speak to them about the proper drop off procedures. Be aware that there is an after-hours key drop off box.

Before you take possession of the vehicles be sure to walk around and visibly inspect the vehicles for any damage. Have any dents and scratches noted on the rental agreement before you leave. Also look for any cracked or chipped windows or windshield. Inspect the interior for any stains or ripped fabric or broken knobs. Finally make sure the gas tank is full. Once again, all damaged areas must be listed on the rental agreement.

All drivers must be Baylor approved drivers.

Hotels via Lucid

Go to webpage
“<https://baylor.lucidhotels.us/>” make
sure you are on the
BAYLOR site with
the Baylor Club
Sports logo in the
left hand corner.



The screenshot shows a web browser at the URL baylor.lucidhotels.us. The page features a dark navigation bar with a menu icon, "Customer Service", "Live Chat", "Existing Reservation", and a "Find Your Team Page" button. Below the navigation bar is a header section with the Baylor Club Sports logo, the text "Powered By Lucid Travel", and a "Profile" button. The main content area displays a large background image of the McLane Student Life Center. Overlaid on this image is a "Hotel Reservations" form. The form includes a "Where do you want to be near?" section with a text input field labeled "Destination, hotel, landmark or address". Below this are three input fields: "Check-In Date" with a "Choose Date" button and calendar icon, "Check-Out Date" with a "Choose Date" button and calendar icon, and "Number of Rooms" with a text input field containing the value "1". A blue "Continue" button is located at the bottom right of the form. A "View Existing Reservation" link is positioned at the top right of the form area.

Reservations

Field and room reservations are made through the Baylor Campus Recreation Website and the Connect System.

1. Submit the Campus Recreation [Facility Reservation Request form](#)
2. Submit a copy of Student Activities Event Approval by email to RecReserve@baylor.edu

Student Activities Approval can be obtained through the Student Activities website at [Student Activities](#). Once your event is **APPROVED BY YOUR ADVISOR and STUDENT ACTIVITIES**, you will receive an email that you will forward to RecReserve@baylor.edu

Please note: This does not guarantee the use or availability of the requested facility. Both forms are required before a reservation will be placed on the calendar. Reservations are filled on a first-come, first-served basis.

The screenshot displays the Baylor Campus Recreation website. The top navigation bar includes the Baylor logo, the text "BAYLOR Campus Recreation", and a search bar. Below this is a menu with links: About, Facilities, Intramurals, Club Sports, Outdoor Adventure, Safety Education, and Challenge Course. The "Facilities" link is highlighted, and a sub-menu is visible with options: McLane Student Life Center (SLC), Hours of Operation, Reservations (selected), Equipment Rental, and Massage Therapy. The main content area is titled "Reservations" and includes a breadcrumb trail: Baylor > Campus Recreation > Facilities > Reservations. The text explains that Campus Recreation oversees reservations and provides information on how to submit a request. It lists two steps: 1. Submit the Facility Reservation Request form, and 2. Submit a copy of Student Activities Event Approval by email to RecReserve@baylor.edu. A note states that Student Activities Approval can be obtained through the Connect system and that an approval email from Connect must be forwarded to RecReserve@baylor.edu. It also mentions a 7-day review period and a disclaimer that reservations are filled on a first-come, first-served basis. A section for "Baylor Department & External Group Requests" is partially visible at the bottom.

Facilities

- McLane Student Life Center (SLC)
- Hours of Operation
- Reservations**
- Equipment Rental
- Massage Therapy

Baylor > Campus Recreation > Facilities > Reservations

Reservations

Campus Recreation oversees the reservation and use of a variety of recreational facilities on campus. If you are interested in using one of our facilities for your upcoming event, check out the information below on how to submit your request!

- SLC Pool Parties**
- SLC Lock-In and After Hours Events**
- Baylor Student Organization Requests**

1. Submit the [Facility Reservation Request form](#)
2. Submit a copy of Student Activities Event Approval by email to RecReserve@baylor.edu

Student Activities Approval can be obtained through the [Connect](#). Once your event is approved by Student Activities, you will receive an approval email from Connect which you must forward to RecReserve@baylor.edu.

To allow time to review and process your request, please submit all paperwork at least 7 days prior to your event.

Please note: This does not guarantee the use or availability of the requested facility. Both forms are required before a reservation will be placed on the calendar. Reservations are filled on a first come, first served basis.

Baylor Department & External Group Requests

Examples of accepted approvals from Connect for reservations

Screenshot of Connect Approval

Submission

Young Life Leadership Party

Host Organization
@ Baylor

Time and Place
Fri, Apr 22, 2022 5:30 PM CDT - Fri, Apr 22, 2022 7:30 PM CDT at BSB Fields

Event Request
- Tue, Mar 29, 2022 11:24 AM CDT
@ Baylor

Approved
Date: Tue, Mar 29, 2022 11:57 AM CDT
By: Taylor Gill
Comment: Please make your facility reservation of this location through the Campus Recreation website by submitting the Campus Recreation Facility Reservation Request Form. Please also forward a copy of the event approval email from the Department of Student Activities to recreserve@baylor.edu.

Forwarded email with the word “Approved”

Sent: Wednesday, April 13, 2022 2:35 PM
To:
Subject: Your event submission Disc Golf Basics Clinic has been approved!

Your event request Disc Golf Basics Clinic has been approved by Disc Golf Club.

Please make your facility reservation of this location through the Campus Recreation website by submitting the Campus Recreation Facility Reservation Request Form. Please also forward a copy of the event approval email from the Department of Student Activities to recreserve@baylor.edu.


[View Submission](#)
[Go To Manage Events](#)

You are receiving this email because you are a member of Connect.
Manage your [email preferences](#).

PDF version of Connect Approval

4/29/22, 4:52 PM Submission - Connect

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 Baylor University
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Paddy Murphy Week - Water Fun Day

Host Organization
(Fraternity)

Time and Place
Thu, Apr 28, 2022 11:00 AM CDT - Thu, Apr 28, 2022 6:00 PM CDT at Mingle Wood Bowl

Event Request
- Fri, Apr 8, 2022 12:45 AM CDT
(Fraternity)

Approved
Date: Thu, Apr 14, 2022 10:16 AM CDT
By: Jacob Scroggins

[Print Submission](#)

Event Details

Lightning Detector

Lightning Detectors are located on the BSB and Sport Club/Intramural Fields.

While the strobe light is on you must be **OFF** the fields.

The strobe will go off 30 minutes after the last lightning strike is detected.

When the strobe goes off you may go back onto the fields.



Club Sports Coordinators And Associate Director:

Robert Graham:

Assoc. Director Competitive Sports Programs

Crew
Hockey
Ping Pong
Quidditch
Sailing
Spikeball
Swim
Wakeboard
Men's Water Polo
Women's Water Polo
Waterski

Chris Gomez:

Sr. Coordinator Club Sports & Game Management

Disc Golf
Men's Lacrosse
Women's Lacrosse
Rock Climbing
Men's Rugby
Women's Rugby
Men's Soccer
Women's Soccer
Triathlon
Men's Ultimate
Women's Ultimate

Reid Jackson:

Sr. Coordinator Competitive Sports

Baseball
Women's Softball
Men's Basketball
Women's Basketball
Cycling
Fencing
Golf
Gymnastics
Kendo
Tae Kwon Do
Tennis
Men's Volleyball
Women's Volleyball

Other Items

The Campus Recreation office is the primary point of contact for club officers and advisors with regard to facilities, contracts, and equipment. All correspondence to other Baylor departments concerning these items should go through the Department of Campus Recreation and other department staff as needed.

Questions?