SECTION 6: FACILITIES

FACILITIES OVERVIEW
The Department of Intercollegiate Athletics manages the use and maintenance of various athletic and shared-use facilities. The facilities considered athletic or shared-use include: Walter J. Zable Stadium at Cary Field, Montgomery Practice Field, Busch Field, Mille West Tennis Courts, Dillard Field, Plumeri Park, Martin Family Stadium at Albert-Daly Field, Stimson Track Throwing Events Area and the Jimmie Laycock Football Center.

The Athletic Department, through the authority of the Director of Athletics, also serves as manager of William and Mary Hall for the College. William and Mary Hall (WMH) is a State Auxiliary Enterprise of the College. As a State Auxiliary, the building must generate rental revenue to meet annual budget projections. The scheduling priorities for WMH are as follows: (1) University-wide events, i.e. commencement; (2) varsity basketball games; (3) concerts/outside rentals; (4) athletics/recreation/classes. All users of the building are charged a rental fee unless the fee is waived or adjusted by the Vice President for Financial Affairs.

Other facilities housing athletic venues include the McCormack-Nagelson Tennis Center (MNTC), Adair Gymnasium and the Student Recreation Center. MNTC is an auxiliary enterprise managed by a facility director who reports to the Director of Auxiliary Services. Adair Gymnasium is a college-owned facility which houses the Department of Kinesiology and is managed by the Chairperson of the Kinesiology Department. The Student Recreation Center is managed and directed by the Director of Recreational Sports, who reports to the Vice President for Student Affairs.

For a full description of individual facilities refer to Appendix 6-A.

FACILITY REQUESTS - ATHLETIC MANAGED VENUES
1. The College is a state supported educational institution; use of the facilities is limited to appropriate activities and/or functions. Space is limited and every effort is made to maintain a schedule that allows flexibility or access for the primary users, W&M athletics and the W&M community.
2. Due to the multipurpose nature of College facilities, both athletic department and non-athletic department activities may be scheduled for any venue. Activities are classified by the activity not by the definition of the user.
   a. Athletic department activities include team related activities considered part of an official team function. An official team function may include practice, competition, team meeting and/or fundraising functions such as pregame or halftime receptions. Tribe Club and administrative committee meetings would also be considered athletic department functions. Generally, for an event to be considered ‘sponsored by’ athletics it must be initiated, planned and supervised by a member of the athletic staff. If there are questions concerning a request, review the statement provided in
Appendix 6-B or contact the Assistant Athletic Director-Facilities (AADF).

b. Non-athletic department functions include all other activities. For example, hosting of a coaches clinic would be considered a non-athletic department function since it is not scheduled as part of the official team competitive season. For non-athletic functions, a rental fee may apply and space may not be allocated even if available. See Appendix 6-C for rental rate information.

3. To request space in any facility managed by intercollegiate athletics you must complete a Facility Request online at http://reservations.wm.edu (Appendix 6-H). Completed Facility Requests should be submitted, at least 5 business days before the event, to the Scheduling Coordinator (Administrative Assistant to the Athletic Director), 214F, jllabi@wm.edu, and will be processed for approval as follows:

   a. Scheduling coordinator reviews to confirm the facility is available on date and time requested.

   b. Assistant AD-Facilities reviews set-up requirements to confirm sufficient time and personnel to meet needs as requested. For non-athletic requests for spaces other than in WMH, the AADF sets all rental charges and initiates outside rental contract as appropriate. All requests for WMH are forwarded to the Director of WMH for review and processing.

   c. All Facility Requests are returned to the scheduling coordinator for final review by the Associate Athletic Director and Athletic Director as appropriate.

   d. Approved activities are entered into the Scheduling Master Database by the Scheduling Coordinator. For athletic activities the scheduling coordinator will return the approved or denied request to the requesting party. For non-athletic events, the Assistant Athletic Director Facilities or Director of WMH will notify the parties relative to approval of the space and the proper procedures required relative to contract, insurance and payment requirements.

FACILITIES REQUEST- OTHER COLLEGE VENUES

All other College facilities are controlled by the Scheduling Office which is under the direction of the Office of Student Affairs. To request a venue which is not under the management of the athletic department, individuals must contact the college scheduling office as noted below.

The Faculty Staff Scheduling Request Form for general college venues is provided in Appendix 6-D or may be accessed on line at http://forms.wm.edu/22136.
RENTAL RATES
1. The general guide and rate sheet for athletic facilities is provided in Appendix 6-C. Again, for any function conducted by a staff member that is not part of an official team or staff function a rental fee may apply.
2. The athletic department has established a separate policy specific to rental of the box located at Plumeri Park. To review the policy and procedures refer to Appendix 6-F. All requests for use of the Plumeri Box should be directed to the Director of Special Events.
3. For limited and specific occasions William and Mary Hall has an established rental structure for use of facilities by high school programs. The rental structure is provided in Appendix 6-E. In all cases these rates are offered for emergency or special case situations. Any coach receiving a request for use of College facilities by a high school group must refer individuals to the AADF.
4. Rental rates and procedures for summer camps are outlined and explained in the Summer Camp Policy Guide.

FACILITY SCHEDULING RECORDS
1. The master schedule is maintained by the Scheduling Coordinator. All approved events will ultimately be cleared through this office and entered in the Master Schedule.
2. To check the schedule for space availability go to, http://reservations.wm.edu (Appendix 6-H). Again, just because a space appears available on the database this does not assure access for your group. A Facility Request must be submitted for any special request.
3. Please notify the Schedule Coordinator immediately should a scheduled activity be cancelled or changed. Space is limited and we want to assure that if space becomes available we are in a position to offer the opening to potential users. For auditing purposes it is essential to have an accurate year-end schedule for WMH.
4. If there is a cancellation or approved schedule change, the Scheduling Coordinator will notify all affected offices within 24 hours of receipt of the change. If a change is made after 4 PM for the next day, you must contact sports medicine directly if there is a practice or competition coverage concern. If the proposed change affects coverage for the sport in question, or other sports, the change may not be approved even if the facility is available.

FACILITIES MAINTENANCE
All College facilities are maintained by the Maintenance and Operations unit of the Facilities Management Division. For athletic venues, the monitoring and oversight of work orders and work requests is the responsibility of the Assistant Athletic Director-Facilities. Maintenance Request Forms are to be used for any set-up or maintenance needs. The online form will automatically deliver the request to the Facilities and Operations office, where it will be assigned and entered into a work order tracking system. To process a work order request, complete the online Maintenance Request Form available at https://forms.wm.edu/9946 (Appendix 6-H).
EVENT MANAGEMENT

1. The management of all athletic competitive events is under the direction of the Assistant Athletic Director-Facilities. An operations plan is established for each sport. Coaches or others who have questions or suggestions should contact the AADF well in advance of the scheduled event.

2. Selected competitions, tournaments and special athletic competitions are managed by the Director of Special Events who reports to the Senior Associate Athletic Director-External. For information on special events refer to the Public Affairs section of this manual.

MESSAGE BOARD – WILLIAM AND MARY HALL

The message board outside William and Mary Hall is controlled and operated by the office of the Director of Marketing, Promotions & Ticket Services. The general policy specific to use and operation are as follows.

1. The message board's primary function is to promote Athletic and William & Mary Hall events. The board will provide information on upcoming events, ticket availability, results, and special announcements.

2. Marketing, Promotions & Ticket Services will update the board in a timely manner.

3. Requests for special announcements must be made to the Marketing, Promotions & Ticket Services office.

4. Non-Athletic or Hall announcements require the permission of the Athletic Director.