

**ST. JOE'S SPORTS DOME @ EASTERN MICHIGAN UNIVERSITY**  
**OPERATIONAL GUIDELINES**

1. The Eastern Michigan University St. Joe's Sports Dome Management shall be responsible for scheduling all events in the St. Joe's Sports Dome. The Coordinator of the St. Joe's Sports Dome will coordinate and maintain the master booking calendar with all University tenants and outside clients.
2. The EMU St. Joe's Sports Dome operating hours will be Sunday-Saturday 6:00am-12:00am.
3. EMU St. Joe's Sports Dome provides priority booking as follows:
  - EMU Athletics – Monday-Friday 6:00am-6:00pm
  - Outside rentals (EMU and non-EMU) Monday-Friday 6:00pm-12:00am and Saturday/Sunday 6:00am-12:00am.
4. EMU St. Joe's Sports Dome requires all potential clients and tenants renting to complete an application for rental. EMU St. Joe's Sports Dome management will review all applications to determine if dates requested will be held. If an application is accepted, a contract will be issued.
5. EMU St. Joe's Sports Dome management reserves the right to refuse requested dates held if any items within the application process are omitted.
6. EMU St. Joe's Sports Dome management reserves the right to protect any event dates it deems to be important to the overall mission of the St. Joe's Sports Dome as well as Eastern Michigan University. All events must support the mission of the St. Joe's Sports Dome and Eastern Michigan University.
7. EMU St. Joe's Sports Dome management reserves the right to adjust any rental rates as it deems to be in the best interest of the EMU St. Joe's Sports Dome.
8. EMU St. Joe's Sports Dome requires a non-refundable deposit (cashiers check or money order), insurance, and signed contract by the dates indicated on the rental contract. EMU St. Joe's Sports Dome will release dates when contract requirements are not fulfilled.
9. User will not assign, transfer or sub-let time, without the prior written approval of the Director of the St. Joe's Sports Dome. User shall not permit an unrelated group to use the facility in a substitute manner, without the prior written approval of the Director of the St. Joe's Sports Dome.
10. EMU organizations must pay by Inter-Department Transfer (Purchase/Expense) Form.
11. All ticketed events are required to use EMU Convocation Center's ticketing system.

12. No tobacco products of any kind in the facility or on the campus grounds. No outside food or beverage allowed in the facility. No bottles, cans, weapons, alcoholic beverages or illegal substances allowed. Facility retains the right to restrict additional items, per event.
13. Food service must be catered by EMU Dining Services unless an exception is granted by the Director of the St. Joe's Sports Dome.
14. Parking for outside rentals must use the lot east of the St. Joe's Sports Dome. Student-Athletes must park in Rynearson Stadium parking lot off of Hewitt Road.
15. Outside rentals will enter the St. Joe's Sports Dome through the Welcome Center on the north side. Student-Athletes will enter the St. Joe's Sports Dome through the south side revolving door.
16. Cleaning will be scheduled by the Coordinator of the St. Joe's Sports Dome. All outside rentals (EMU and non-EMU) will be required to pay for cleaning.