Overview of Reservation and Usage Procedures for Sports Commons Facilities

[Classification]

	Students				
	Registered groups (circles, athletic associations, etc.)			1	
	If within the limit: Two 90 min. periods in 1 day and 2 days in a week	If the days and periods exceed the limit	Other	Faculty & Staff	General Public
Exercise Studio		Nation of the			In principle, can
Multi-purpose Room	imary or Secondary Applicati				
Arena		Notice	Notice of Use		only be used for special programs.
Meeting Room	Meeting Room Application				
Pool	Check availability and make reservations at the Office for Athletes and Sports Services				

[Reservation Procedures]

Primary & Secondary Application

Application method depends on preferred date of reservation

<Primary Application Period>

Check availability on TriR, our facility reservation system. Commons front desk, fill out an application and receive a reservation slip.

Required: Student ID card

Sports Commons will make an announcement at a later date. *Decided by lottery if multiple identical applications

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If your group was selected, present your reservation slip and student ID at the reception desk on the day of use Required: Student ID card, reservation slip

Secondary Application Period

On TriR, our facility reservation system Check availability and make a reservation.

Present your student ID at the reception desk on the day of use

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Required: Student ID card,

Meeting Room Application

Apply at least 1 week in advance, first-come, first-served basis.

On TriR, our facility reservation system Check availability and make a reservation. *Non-registered groups are required to apply for use of the facility by submitting a usage form.

Present your student ID at the reception desk on the day of use

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Required: Student ID card,

Notice of Use

Meeting Room application procedures are not applicable. permission from the Office

of Student Affairs is required.

Check availability at the Sports Commons front desk or TriR, the facility reservation system, and receive or print a facility use form.

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Bring the request form to the Office of Student Affairs and receive permission

Required: Student or Staff ID card, Request for Using **Facilities**

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If granted permission submit the Request for Using Facilities Form to the Sports Commons front desk.

Required: Request for Using **Facilities**

Use

Required: Nothing specific

O The application method (Primary or Secondary) depends on when the applicant makes the application for their desired date/time.

Primary Application

Make a reservation in advance. Decided by lottery if multiple identical applications.

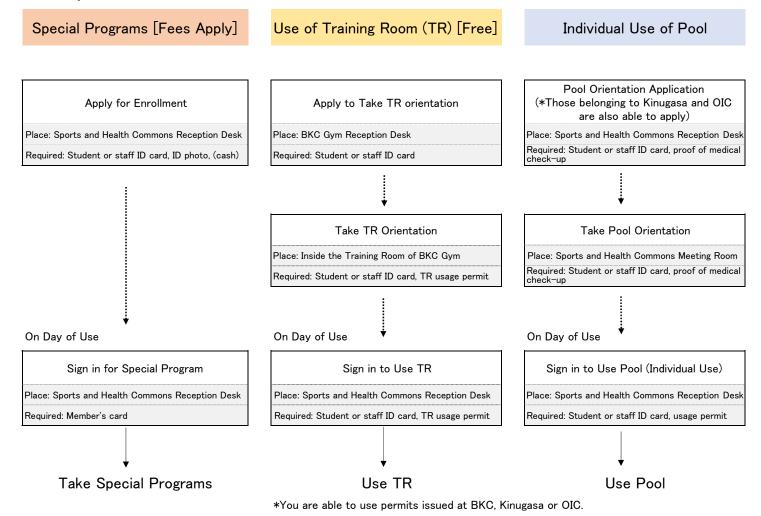
⇒Reservation Unconfirmed

Results Announced Posting of Primary Application results ⇒Reservation Confirmed

Secondary Application Applications are possible from the day ⇒Reservation Confirmed after the announcement of Primary Application results until the day of use for facilities that have not been reserved. Reservations are decided on a first-come, first-served basis.

Overview of Registration & Usage Procedures for Sports and Health Commons Facilities

(1) University Affiliates (Students & Staff)



(2) General Public

Special Programs [Fees Apply]

