Outdoor Adventures
Reservation and Event Policies

Guidelines
Outdoor Adventures manages many outdoor spaces at Lakeside Village that include the sand volleyball courts, the Spruance Outdoor Gym, the Hammock Garden, and the Bocce Ball pit. These spaces are intended for informal recreation purposes by Lakeside Village residents and the UM community. In addition to these uses, limited use is allowed by the UM community.

This document and the attached rental rates will help you plan your event and submit your request. Please contact adventures@miami.edu with any questions.

Conditions

- All events must adhere to the COVID-19 policies for Student Organizations.
- Processing time for new reservation requests is a minimum of 10 business days.
- If your organization/unit, Department of Student Activities & Student Organizations, or the Committee On Student Organizations cancel the event for any reason please notify adventures@miami.edu.
  - Cancellation must occur 48 hours before the event. Failure to do so will result in a loss of privileges in the future.
- If there is any damage to the space and/or the space is not cleaned properly, the cost of the repairs and/or clean up will be charged to the group responsible. The group will also forfeit the privilege to reserve the spaces in the future.
- Amplified music must be approved prior to event, and must conclude by 10 pm.
- In the event of inclement weather, your event may be delayed or canceled.
- If fees occur an invoice will be sent after the event.
- Food is allowed in designated areas with prior approval.
- Fees or donations cannot be charged to or collected from UM students to participate in an event.
- A Certificate of Liability Insurance (COI) listing the University of Miami as additionally insured is required for all outside organizations (if applicable) and each vendor performing a service for the event. All COI’s must be submitted at least four
(4) weeks before the event date to allow time for the Risk Management Office to review and approve the document.

- Outside reservations that are for-profit are charged 7% sales tax on all rentals and reservations.
- Not-for-profit must submit IRS determination for pricing.

**Additional Notes**

Things to know before beginning this request:

- Who your event point of contact is, their email and phone number
- What spaces you are requesting, if unsure visit us and scout the areas
- Your preferred date and time as well as backup date options.
- Event details: What is taking place, who is attending, what you are bringing, what you need, and how you are helping to slow the spread.

**Spaces Reservable**

- Sand Volleyball Courts & Surrounding Sand Area
- Sand Volleyball Courts Only
- Sand Volleyball Court (1)
- Sand Volleyball, North Grass Area, and Tables
- Bocce Pit
- Hammock Garden Area