



ATHLETIC/RECREATION FACILITY RESERVATION INFORMATION

- Visit events.ship.edu to reserve a facility space.
- Select **Log-in** at the top of the page. Log-in using Ship username and password. Reservation should be submitted under the name of the individual planning to be present at the event.
- Select **Reservations** followed by **Athletic/Recreation Request Form**.
- Complete information for **When and Where, Setup Information, and Availability Filters** sections. Select **Find Space**.
- Select a location by clicking on the **+** sign beside the location name. Location will be added to the above **Selected Locations** section. Multiple locations may be selected. Current space availability and reservations will be reflected under the **Grid** section.
- Select **Details** tab and complete all requested information. Under the **Other Information** section, include time needed for set-up and clean-up. System approvers will adjust time to cover these needs. Mark “yes” for “Post on Public Calendar” if this event is open to the public and should be advertised on the university master calendar. Select **Submit**.
- Once submitted, the contact person for the event will receive an email acknowledging the request, and will later receive email notification of approval or denial. Events should not be promoted until reservation approval has been received. Electronic response to event requests may include notes provided by the reviewer, in cases of denial or approval. Please closely review the response.
- Special set-up needs (including but not limited to electrical needs, sound systems, tables/chairs, Custodial or Grounds support) must be requested using a Facilities Management Work Request, submitted through the WebTMA system. WebTMA requires submittal by Faculty or Staff.
- Requests for sports equipment should be emailed to rec@ship.edu at least three business days in advance. Please indicate the name of the organization and event location. The Department of Recreation will follow-up with instructions for equipment pick-up and return.
- Fundraising events require the completion of a *Fundraising Application* prior to reservation. This form is available on the ShipLink portal (SU login required).

A list of Athletic/Recreation Facilities Is Available On Page 2.

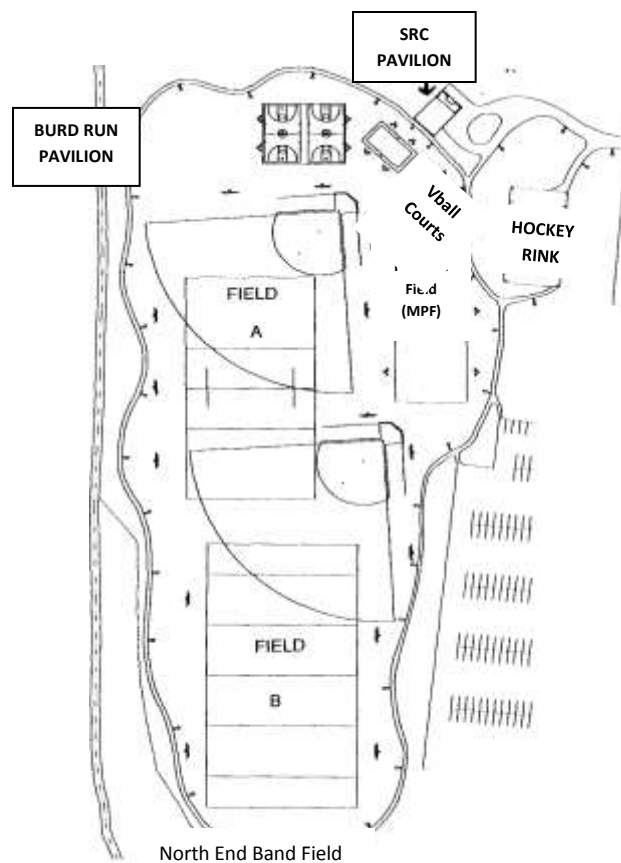
ATHLETIC/RECREATION FACILITY LIST

Henderson Gym:

- Gym - HG100

Student Recreation Complex (SRC): (See Map)

- SRC Pavilion – SRCPAV
 - 110 person capacity
 - Restroom facility available
- Burd Run Pavilion – SRCBURD
 - 35 person capacity
- Softball Field A – SRCSOFA
- Softball Field B – SRCSOFB
- Basketball Courts – SRCBSK1 and SRCBSK2
- Volleyball Courts – SRCVOL1 and SRCVOL2
- Hockey Rink – SRCHOC01
- North End Band Field – SRCBAND
- Multi-Purpose Field (MPF) – SRCMPF



ShipRec:

- Arena - REC110
- Individual Arena Courts (A, B, C or D) - REC110A, REC110B, REC110C, and REC110D
- Group Fitness Room - REC107A/B
- Jogging Track - REC204

DEPARTMENT OF RECREATION

ShipRec Room 101 • 717-477-1755 • rec@ship.edu • www.ship.edu/recreation



@ ShipRec - Shippensburg University Recreation

REC HOTLINE: 717-477-1561

Users of recreational facilities and programming participants should check the Hotline regularly, particularly in the event of University academic schedule changes.

Prompt #1 - Hours of operation for ShipRec and HFH Pool

Prompt #2 - Lighting schedule for Student Recreation Complex and Tennis Courts

Prompt #3 - Schedule of intramural games and officiating assignments

Prompt #4 - Club sport list and information

Prompt #5 - Group fitness class schedule