• 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. Complete all requested information and 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 at the Senate Office (CUB 201).

FOR QUESTIONS ABOUT FACILITY RESERVATIONS OR PROGRAM INFORMATION, CONTACT THE DEPARTMENT OF RECREATION: rec@ship.edu or 477-1755

ATHLETIC/RECREATION FACILITY LIST

**Henderson Gym:**
- Gym - HG100
- Lobby - HGLobby
- Patio - HGG04

**Student Recreation Complex (SRC): (See Map)**
- SRC Pavilion - SRCPAV
- Burd Run Pavilion – SRCBURD
- 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

**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 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