

Fees and Other Charges Policy

Summary

Columbus State University facilities and University Support Services require basic fees and charges for using CSU property and facilities.

Purpose

The purpose of this document is to present the basic fees and charges for using CSU property and facilities.

Policy

All groups using CSU facilities or Outdoor spaces must compensate the University for the Rental of space where applicable. Groups are responsible for all expenses incurred during an event including, but not limited to university supervision, facility supervision, custodial service, labor, security, technical support, on-call maintenance, and damage to university equipment or property. Charges for labor and special services required for an event are applied based on the needs/requests submitted to University Support Services and other service departments. A list of labor, equipment and other service costs are available on the University Support Services website. If any group, organization, or individual chooses to cancel a scheduled event, the facility scheduler over the rented space must be notified at least 72 hours in advance. Failure to comply with this requirement will result in the application of charges (\$150.00 minimum) as though the event were held as scheduled (i.e.: labor, custodial, etc.). These fees will be used to offset prescheduled personnel costs.

Security Deposit

Security deposits are due at the time the reservation is made. Your reservation is not confirmed until the security deposit has been received and processed. All fees and security deposits should be paid to the facility coordinator in University Support Services via check* prior to the scheduled event to guarantee the reservation. The security deposit is fully refundable once the event has ended and the facility coordinator has inspected the space.

*All checks are to be made out to Columbus State University

Clean-up Charges

Sponsors must clean up and remove all decorations, trash and other items associated with their event immediately after the event is over. Failure to do so will result in assessment of a clean-up charge (\$33.00 minimum) to pay for the labor associated with the removal of any decorations or debris.

Technological Equipment and Services Fees

Any requests for technological equipment or services must be requested through University Support Services Equipment Checkout form in the equest system unless otherwise noted. University Affiliated groups are permitted the use of CSU equipment and tech services if available within the academic priorities of the University. University Affiliated groups will be charged a usage fee. Requests for use of CSU technology by Non-affiliated groups will be reviewed by the appropriate University Support Services or office of the VP of Business and Finance staff where applicable. Non-affiliated groups will also be charged a usage fee.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services