

Guests and Visitors Use of the University Property by Space or Building on River Park Campus

Summary

Columbus State University and University Support Services have established policies and procedures for specific spaces or building, according to campus location.

Purpose

The purpose of this document is to describe the policies and procedures for specific spaces or building, according to campus location.

Policy

The University has adopted the following procedure for implementing the policy for guests and visitors in the campus facilities:

- A. An invited guest is one who can be identified as having been extended an invitation to visit the CSU campus by the university, a university department, registered student organizations, or a member of the university for a specific occasion, conference, special function, tour, or official visit or program taking place.
- B. A guest who is invited by a member of the university to visit the CSU campus as described in (A) above is limited in his/her visit to the specific occasion for which he/she was invited and must be accompanied by his/her host while on the CSU campus.
- C. A visitor is one who occasionally uses the CSU campus' services and facilities and is uninvited.

An individual making regular and repeated use of a CSU campus facility and its immediate environs (patios and parking lots) for illegal purposes will not be regarded as an invited guest or visitor and will be asked to leave the university property. Such illegal activity may also be grounds for arrest, detention, citation or other appropriate legal consequence as determined by the Department of Public Safety.

Use Guidelines for Coca-Cola Space Science Center

Request/ Reservation Process

Fac/Staff/ Student-Faculty, students, and staff may submit a Cougar Scheduler request using the proper form or call the CCSSC to directly input the event into the Cougar Scheduler. The information from the request form is forwarded to CCSSC to approve/

deny. It is the duty of the requesting party to send an equest for all event services needed at least 7 days prior to the event date. Charges may apply.

-Third Party- Follows the same process as Faculty/ Staff/ Students, however the rates are higher for non-affiliated groups. CCSSC designee will input equest for needs for any non- affiliated groups.

-Responsible Parties for Space- The Assistant Director of CCSSC is responsible for all Faculty, Staff, Student, and Third Party bookings in this facility.

Use Guidelines for Oxbow Meadows

-Request/ Reservation Process

-Fac/Staff/Students- All faculty, staff, and students must submit a cougar scheduler request for use of any space at Oxbow Meadows. If approved by University Support Services, and Oxbow Meadows Marketing Specialist, an Oxbow meadows representative will communicate any event needs with the customer. It is the duty of the requesting party to send an equest for all event services needed at least 7 days prior to the event date.

-Third Party- Third Party renters must submit a Cougar Scheduler request using the proper form OR call Oxbow Meadows directly to reserve this facility. Once the proper form is submitted and approved, or directly input to Cougar Scheduler by Oxbow Meadows Staff, the marketing coordinator will form an agreement between the Customer and CSU. Any event services needed will be submitted via equest by an Oxbow Meadows staff member.

-Special Guidelines

-Responsible Parties for Space- Oxbow Meadows is responsible for all bookings at this facility.

Use Guidelines for Rankin Atrium and Gardens

-Request/Reservation Process

-*Faculty & Staff* - All affiliated CSU organizations and departments may book Rankin Atrium and Gardens for the cost of personnel needs through the Cougar Scheduler. A Cougar Scheduler request form is submitted by the customer, then approved or denied by the office of University Support Services. An equest must be submitted by Faculty/ Staff requestor at least

7 days prior to the event for services. University Support Services is the point of contact for all CSU Faculty, and Staff events held at the Rankin Atrium and Gardens.

-*Student* - Cougar Scheduler request using the proper form. The Student Group advisor is required to place an equest for event services needed at least 7 days prior to the event date. University Support Services is the point of contact for all CSU Student events held

at the Rankin Atrium and Gardens.

-Third Party

All Non- Affiliated organizations and departments may book Rankin Atrium & Gardens by submitting a non-CSU cougar scheduler request or calling Continuing Education directly to dictate the proper information to the form. Continuing Education staff may also directly book third party events in the cougar scheduler. Continuing Education will communicate with the customer to determine event needs and form an agreement between the University and the customer.

Continuing Education will input the proper requests for event needs and collect any designated fees from the customer.

-Special Guidelines

- *All weddings* are booked by contacting the Continuing Education rental staff for the Rankin Atrium, Gardens, and Livery. Continuing Education staff may directly book all third party events in the cougar scheduler.

Continuing Education will communicate with the customer to determine event needs and form an agreement between the University and the customer. Continuing Education will input the proper requests for event needs and collect any designated fees from the customer. Only services for custodial, unlock, and cleaning will be provided by University Support Services for weddings. All setup/break down and décor needs are the responsibility of the Rankin Wedding staff provided by Continuing Education. If event emergencies occur, University Support Services may assist with set ups and break downs for weddings with the submission of an request from Continuing Education pending adequate staffing is available. Continuing Education will be charged for the labor cost incurred by evening and weekend staff.

-Responsible Parties for Space

– Continuing Education is 100% responsible for the scheduler for Rankin Atrium and Gardens. The booking and rental of all third party events is the responsibility of Continuing Education. Continuing Education is also responsible for marketing and touring this space and placing the proper request for services needed. It is the duty of University Support Services representative to make sure any faculty, staff, or student events are placed into the cougar scheduler. If there is a conflict, it is the duty of University Support Services to contact the Office of Continuing Education to confirm availability and book any pending event dates through the Cougar Scheduler.

The responsibilities of Continuing Education regarding the Rankin Atrium and Gardens include; touring, marketing, and scheduling for all users of the space, request and contractual agreements for all third party use, and any set up/ break down needs for weddings. It is the duty of University Support Services to make sure all student, faculty, and staff events are properly input into the cougar scheduler and to contact continuing Education to confirm availability of Student, Faculty, and Staff use of the Rankin Atrium.

Use Guidelines for RiverPark Academic Spaces

-Request/ Reservation Process

-Fac/Staff- Faculty and staff members needing academic space for academic purposes will submit an academic classroom or lab request through the academic affairs. Once resources are approved by University Support Services, a confirmation is sent via email from the office of the academic affairs. Any event services needed including, but not limited to unlocking the door should be sent via equest to University Support Services by the requesting party.

-Student- - Student Organizations needing academic space for academic purposes will submit an academic classroom or lab request through the academic affairs. Once resources are approved by University Support Services, a confirmation is sent via email from the office of the academic affairs. Any event services needed including, but not limited to unlocking the door should be sent via equest by the Student Group's adviser to University Support Services.

-Third Party Any third party use of academic spaces goes through University Support Services. University Support Services will make the academic affairs request on the third party customer's behalf. More than three instances of the same event in an academic space must have the written approval of the Vice President of Business and Finance. These requests should be made at least 30 days in advance.

- Responsible Parties for Space- the Office of the Academic Affairs is ultimately responsible for the reservations of any academic spaces.

***Use Guidelines for Riverside Theatre Complex**

-Request/ Reservation Process

-Fac/Staff- All Theatre Department Faculty and Staff will meet with the Theatre Department Administrative assistant who will directly input all regular season rehearsals, and performances into the cougar scheduler. Any events outside of regular season rehearsals and performances must be submitted via a Cougar Scheduler Request form and approved by University Support Services and the Theatre Department. The CSU Theatre Department Administrative Assistant will input all equests for event service needs of any regular season Theatre performances. Any non-

Theatre Department faculty and staff may follow the same process as the students. These faculty and staff members are responsible to submit their own equest for event services needed at least 7 days prior to the event date.

-Student- All students must submit a Cougar Scheduler request form for any use of the Riverside Theatre Complex. The form must be approved by University Support Services and CSU Theatre Department Administrative Assistant. Student Organization Advisors must submit an equest for any services needed, including, but not limited to door unlocks at least 7 days prior to the event date.

-Third Party- All third party events must submit or dictate a Cougar Scheduler request form for use of the Riverside Theatre Complex. University Support Services will approve the space if there are no scheduled events during the requested time and the event fits within the overall mission of CSU. A University Support Services representative will form an agreement between CSU and the Customer and place an equest for any event needs requested.

-Special Guidelines- All rental revenue from third party events will be forwarded to the Theatre Department through the Bursar's Office. October 15th is the last day to directly input regular season activities for the Spring Semester before opening to other faculty, students, staff, and the public. April 15th is the last day to directly input regular season activities for the Summer and Fall semesters before opening to other faculty, students, staff, and the public.

-Responsible Parties for Space- the Theatre Department Administrative Assistant is responsible for booking all regular season rehearsals and performances.

University Support Services is responsible for all other activities in this facility.

*Woodruff Park should be booked simultaneously with theater events so that large park events and theater performances are not occurring at the same time. This is the responsibility of the Theater Department.

Use Guidelines for Schwob School of Music (Saunders Music Center)

-Request/ Reservation Process

-Fac/Staff/Students-All faculty, staff and Students must submit a Cougar Scheduler request using the proper form OR call Schwob School of Music Concert and Facilities Coordinator directly to reserve this facility. Once the proper form is submitted and approved, or directly input to Cougar Scheduler by Schwob Staff, the Concert and Facilities Coordinator will input an equest for any event services needed.

-Third Party- Third Party renters must submit a Cougar Scheduler request using the proper form OR call Schwob School of Music Concert and Facilities Coordinator directly to reserve this facility. Once the proper form is submitted and approved, or directly input to Cougar Scheduler by Schwob Staff, the Concert and Facilities Coordinator will form an agreement between the Customer and CSU. Any event services needed will be submitted via equest by the Concert and Facilities Coordinator.

-Special Guidelines- N/A

-Responsible Parties for Space- the Concert and Facilities Coordinator for the Schwob School of Music is responsible for all events in this facility.

-Use Guidelines for Frank Brown Hall

-Request/ Reservation Process

ACADEMIC SPACES

-Fac/Staff- Faculty and staff members needing academic space for academic purposes will submit an academic classroom or lab request through the academic affairs. Once resources are approved by University Support Services, a confirmation is sent via email from the office of the academic affairs. Any event services needed including, but not limited to unlocking the door should be sent via equest to University Support Services by the requesting party.

-Student- - Student Organizations needing academic space for academic purposes will submit an academic classroom or lab request through the academic affairs. Once resources are approved by University Support Services, a confirmation is sent via email from the office of the academic affairs. Any event services needed including, but not limited to unlocking the door should be sent via equest by the Student Group's adviser to University Support Services.

-Third Party Any third party use of academic spaces goes through University Support Services. University Support Services will make the academic affairs request on the third party customer's behalf. More than three instances of the same event in an academic space must have the written approval of the Vice President of Business and Finance. These requests should be made at least 30 days in advance.

EVENT SPACES

-Fac/Staff/Students-All faculty, staff and Students must submit a Cougar Scheduler request using the proper form to reserve event spaces within Frank Brown Hall. Once resources are approved by University Support Services, a confirmation is sent via email from the facility approver for Frank Brown Hall. Any event services needed including, but not limited to unlocking the door should be sent via equest to University Support Services by the requesting party or the student's on campus adviser.

-Third Party- Third Party renters must submit a Cougar Scheduler request using the proper form to reserve this facility. Once the proper form is submitted and approved, University Support Services will form an agreement between CSU and the customer to include any associated charges and insurance needs. Any event services needed will be submitted via equest by a member of University Support Services staff.

-Special Guidelines- n/a

- Responsible Parties for Space- the facility approver of Frank Brown Hall is responsible for all CSU event space bookings. University Support Services is responsible for all third party event space bookings.

Use Guidelines for Woodruff Park

-Request/ Reservation Process

- *Faculty / Staff/ Student* - All affiliated CSU organizations and departments may book Woodruff Park for the cost of personnel needs through the Cougar Scheduler. A Cougar Scheduler request form is submitted by the customer, then approved or denied by the office of University Support Services. A University Support Services representative will communicate with the customer to gather needs. It is the duty of the requesting party to send an equest for all event services needed at least 7 days prior to the event date.

-*Third Party- All Non* - Affiliated organizations and departments may book Woodruff Park by submitting a non-CSU cougar scheduler request or calling University Support Services directly to dictate the proper information to the form. The request form will be approved or denied by University Support Services depending on availability. University Support Services will communicate with the customer to determine event needs and form an agreement between the University and the customer.

University Support Services will input the proper equests for event needs and notify proper departments needed to facilitate the event.

-Special Guidelines

- Unpaid balances will be forwarded to the Bursar's Office for collections after 30 days. Liability Insurance is required of all third party users using the Woodruff Park unless otherwise dictated by the VP of Business and finance or designee.

- Responsible Parties for Space

University Support Services is 100% responsible for the booking calendar and rental of Woodruff Park. All Run requests are sent through Uptown Columbus, and Big Dog Running Company so that proper permits and routes can be acquired.

For any other space rentals not listed in this facility and services handbook, contact University Support Services for direction.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services