

Guests and Visitors Use of the University Property by Space or Building on Main 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 Athletic Fields

- list of current athletic fields- *Spaces include, Burger King Stadium, the Walden Soccer Complex, Cougar Field, the Multipurpose Field, and Tennis Courts.*

- Request/ Reservation Process

-Fac/Staff- Athletic Faculty and staff wishing to book any CSU athletic fields will meet with the University Support Services Scheduling Specialist to directly input CSU sport regularly scheduled season games, matches, and practices into the Cougar Scheduler. Any events outside of regular season games, matches, and practices MUST be submitted via a Cougar Scheduler Request form and approved by University Support Services and the Athletic Department. The CSU Athletic Administrative Assistant will input all requests for event service needs of any regular season athletic event. Any non- Athletic or Health Science Department faculty and staff may follow the same process as the students. These faculty and staff members are responsible to submit their own request for event services needed.

-Student- All students must submit a Cougar Scheduler request form for any use of CSU Athletic Fields. The form must be approved by University Support Services and CSU Athletic Department Administrative Assistant. Student Organization Advisors must submit an request for any services needed, including, but not limited to door unlocks.

-Third Party- All third party events must submit or dictate a Cougar Scheduler request form for use CSU Athletic Fields. 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 request for any event needs requested.

-Special Guidelines- All rental revenue from third party events will be forwarded to the Athletic 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 CSU Athletic Coaches are responsible to meet with the Scheduling Specialist for all regular season athletic events. University Support Services is responsible for ALL other events taking place in these spaces.

Use Guidelines for Center for International Education (CIE)

- Request/ Reservation Process

-Fac/Staff/ Students- All faculty, staff and Students must submit a Cougar Scheduler request using the proper form. Once the proper form is submitted and approved, a CIE staff member will form an agreement with the faculty, staff or student group. CIE staff or requesting party will input a request for any event services needed.

-Third Party- Third Party event requesters will follow the same process as Faculty/ Staff/ Students, however the rates are higher for non-affiliated groups

-Special Guidelines- N/A

- Responsible Parties- The Administrative Coordinator for CIE is responsible for all booking and event services requests for the Center for International Education.

-Use Guidelines for the Clocktower

- Request/ Reservation Process

-Fac/Staff/ -All faculty and staff wishing to use the clocktower must submit a Cougar Scheduler request form. Once the form is approved by University Support Services, it is the responsibility of the faculty or staff member to place an equest for all event services needed.

- Student- Students must submit a Cougar Scheduler request for any clocktower usage. If approved by University Support Services, it is the duty of the Student Group adviser to place an equest for any event needs at least 7 days prior to the event date.

-Third Party- The Clocktower is for CSU usage only as it is a student hub for the university.

- Responsible Parties for Space- University Support Services is responsible for all booking of the Clocktower.

-Use Guidelines for Cunningham Conference Center

- Request/ Reservation Process

-Fac/Staff/Student- Customer submits a cougar scheduler request using the proper form. Customer may also call the Cunningham Center directly.

Once the proper form is submitted and approved or directly input by Cunningham Center Staff, a Cunningham representative will form an agreement with customer for cost and needs. All event services needs are input through the equest system by Cunningham Staff for each event.

-Third Party- Follows the same process as Faculty/ Staff/ Students, however the rates are higher for non-affiliated groups

-Special Guidelines

- Responsible Parties for Space- The Cunningham Center director of events and marketing and facilities manager are responsible for booking the space and requesting any services needed.

-Use Guidelines for the Davidson Student Center

-Request/ Reservation Process

-Fac/ Staff- All faculty and staff wishing to use the Davidson Student Center must submit a Cougar Scheduler request form. The form must be approved by University Support Services and the Student Life Administrative Assistant before the event may happen. It is the responsibility of the faculty or staff member to place an equest for all event services needed.

-Students- Students must submit a Cougar Scheduler request for any Davidson Student Center usage. The form must be approved by University Support Services and the Student Life Administrative Assistant in order to proceed with the event. The Student Life Administrative Assistant or Student Group Adviser will communicate with the Student Group for event needs and place an equest accordingly.

-Third Party- Third party events are prohibited in the Davidson Student Center as it is a strictly student space.

-Special Guidelines- There is a 12 day or more lead time required for all events requested in the Davidson Student Center. No Exceptions.

- Responsible Parties- Davidson Student Center bookings are the responsibility of the Student Life Administrative Assistant.

-Use Guidelines for Elizabeth Bradley Turner Center (EBTC)

- Request/ Reservation Process

-Fac/Staff/ Student-Faculty, students, and staff may submit a Cougar Scheduler request using the proper form or call EBTC to directly input the event into the Cougar Scheduler. The information from the request form is forwarded to EBTC to approve/ deny. EBTC formulates a contract and sends an equest for all event services.

-Third Party- Follows the same process as Faculty/ Staff/ Students, however the rates are higher for non-affiliated groups.

-Special Guidelines- Continuing Education requires a deposit within two weeks of receiving a contract for all third parties.

- Responsible Parties for Space- Continuing Education is responsible for all Faculty, Staff, Student, and Third Party bookings.

-Use Guidelines for Frank G. Lumpkin Jr. Center

- Request/ Reservation Process

-Fac/Staff- Prior to October 15 for Spring, and April 15 for Fall events any Athletic Faculty and staff wishing to book the Lumpkin Center will meet with the Scheduling Specialist of University Support Services to directly input CSU sport regularly scheduled season games, matches, practices, and free play time blocks into the Cougar Scheduler. Any events outside of regular season games, matches, practices, and free play time blocks MUST be submitted via a Cougar Scheduler Request form and approved by University Support Services and the Athletic Department. Any regular season games and practices requested after the Oct 15 and April 15 deadlines must be submitted via a cougar scheduler request. The CSU Athletic Administrative Assistant will input all equests for event service needs of any regular season athletic event. Any non- Athletic or Health Science 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.

-Student- All students must submit a Cougar Scheduler request form for any use of the Lumpkin Center. The form must be approved by University Support Services and the Athletic Department. Student Organization Advisors must submit an equest for any services needed, including, but not limited to door unlocks.

-Third Party-All third party events must submit or dictate a Cougar Scheduler request form for use of the Lumpkin Center. 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 Athletic 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 CSU Athletic Coaches are responsible to meet with the Scheduling Specialist for all regular season athletic events. University Support Services is responsible for ALL other events taking place in this facility.

-Use Guidelines for the Lindsey Mock Pavilion and Intramural Field

- Request/ Reservation Process

-Fac/Staff Any regular season intramural sport activities to include games, matches, and practices must be input directly to the Cougar Scheduler by Rec Center staff trained by University Support Services. All other uses of

the Mock Pavilion and Intramural Field must be submitted using the proper form in the Cougar Scheduler and approved by University Support Services and appropriate Intramural Staff. Any event services needed must be submitted via equest by the event requesting party.

-Student- All students must submit a Cougar Scheduler request form for any use of the Mock Pavilion and Intramural Field. The form must be approved by University Support Services and the appropriate Intramural Staff. Student Organization Advisors must submit an equest for any services needed, including, but not limited to door unlocks.

-Third Party- All third party events must submit or dictate a Cougar Scheduler request form for use of the Mock Pavilion and Intramural Field. 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- the Lindsey Mock Pavilion and the Intramural Field are connected spaces. If one of these spaces is reserved, the other MUST be blocked to avoid over booking in this area.

- Responsible Parties for Space- Student Recreation Center Staff is responsible for regular season intramural games, matches, and practices. University Support Services is responsible for all other events in this space.

-Use Guidelines for Main Campus Academic Spaces

- For list of current Academic Spaces please visit the Academic Affairs Website.

- 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 website. Once resources are approved by University Support Services a confirmation is sent via email from the office of the academic affairs based on availability. 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 website. Once resources are approved by University Support Services a confirmation is sent via email from the office of the academic affairs based on availability. 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.

-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 Provost is ultimately responsible for the reservations of any academic spaces.

- **Use Guidelines for Main Campus Parking Garage and Areas**

- Request/ Reservation Process

-Fac/Staff- Faculty and Staff members may reserve up to five parking spaces for guests by submitting an equest and receiving written approval from University Support Services. If there are already designated guests spaces in any given lot, University Support Services reserves the right to deny additional requests. University Support Services does not guarantee that the blocked spaces will still be blocked off for guests at the time needed. This can be insured by paying for an officer to sit on site to monitor reserved parking spots.

-Student- Students must submit a Cougar Scheduler request for any parking garage usage. If approved by University Support Services, a designee will meet with the group to discuss logistics of needs. Once needs are discussed it is the duty of the Student Group Adviser to place an equest for any event needs. . Parking garage usage for student activities will be limited to non-business hours and must be submitted at least 30 days in advanced.

-Third Party- Third party reservations of parking spaces and main campus garage are strictly prohibited.

-Special Guidelines- reservations of the main campus parking deck will be limited by University Support Services due to the high demand of parking needs on campus. Deck usage for events will be limited to Student Events only as the deck is paid for through student fees.

- Responsible Parties for Space- University Support Services and CSU Public Safety.

- **Use Guidelines for Schuster 130 (UNIVERSITY SUPPORT SERVICES- ALL)**

- Request/ Reservation Process

-Fac/Staff—The Honors program has scheduling priority in Schuster 130. They may meet with the University Support Services Scheduling Specialist and directly book all regular semester Honors Activities prior to the deadlines listed in the special guidelines. All other faculty and staff members wishing to use Schuster 130 must submit a Cougar Scheduler request form. Once the form is approved by University Support Services, it is the responsibility of the faculty or staff member to place an equest for all event services needed.

-Student- Students must submit a Cougar Scheduler request for any Schuster 130 usage. If approved by University Support Services, it is the duty of the Student Group Adviser to place an equest for any event needs.

-Third Party- With written permission of the VP of business and finance and space availability, some third party use of Schuster 130 may be granted. Please call University Support Services directly if interested.

-Special Guidelines- N/A

- Responsible Parties for Space- University Support Services Scheduling Specialist is responsible for all bookings in Schuster 130.

- **Use Guidelines for Schwob Memorial Library**

- Request/ Reservation Process

-Fac/Staff/ Students- All faculty, staff and Students must submit a Cougar Scheduler request using the proper form OR call the Schwob Memorial Library directly to reserve this facility. Once the proper form is submitted and approved, or directly input to Cougar Scheduler by Schwob Memorial staff, a Library staff member will input a request for any event services needed.

-Third Party- must submit a Cougar Scheduler request using the proper form OR call the University Support Services and dictate request needs to an office representative. Once the proper form is submitted and approved, the scheduling specialist or designee will form an agreement with the customer and input a request for any event services needed.

-Special Guidelines- N/A

- Responsible Parties- The Dean of Libraries responsible for all booking and event services requests for the Schwob Memorial Library.

-**Use Guidelines for Student Recreation Center**

- Request/ Reservation Process

-Fac/Staff- Any regularly scheduled group fitness classes or regular season intramural sport activities to include games, matches, and practices must be input directly to the Cougar Scheduler by Rec Center staff trained by University Support Services. All other events happening in the Student Recreation Center must be submitted using the proper form in the Cougar Scheduler and approved by University Support Services and the appropriate Rec Center Staff. Any event services needed must be submitted via equest by the event requesting party.

-Student- All students must submit a Cougar Scheduler request form for any use of the Student Rec Center. The form must be approved by University Support Services and the appropriate Rec Center Staff. Student Organization Advisors must submit an equest for any services needed, including, but not limited to door unlocks.

-*Third Party- All third party events must submit or dictate a Cougar Scheduler request form for use of the Student Recreation Center.

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. *Only a limited amount of third party events are permitted use of the rec center facility this includes, but is not limited to birthday parties and Harris County High School Graduation. Birthday Parties- Birthday parties follow the same protocol as third party rentals, but may except facility waivers in lieu of a liability insurance policy.

-Special Guidelines- All rental revenue from third party events will be forwarded to the Student Recreation Center 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 Student Recreation Center designated staff is responsible for all regular semester intramural and group fitness activity scheduling. University Support Services is responsible for all other events in this facility.

-Use Guidelines for University Hall

-Request/ Reservation Process

- *Faculty/ Staff/ Student* - All affiliated CSU organizations and departments may book University Hall 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. The requesting party will input the request for all event service needs at least 7 days prior to the event date.

-Third Party- All Non - Affiliated organizations and departments may book University Hall 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 requests for event needs and notify proper departments needed to facilitate the event. Once check is received from the customer, University Support Services will forward all rental revenue to Continuing Education through the Bursar's Office.

-Special Guidelines

- Unpaid balances will be forwarded to the Bursar's Office for collections after 30 days. University Support Services will contact Continuing Education to use a student building manager during events if needed.

Requests for student workers through Continuing Education should be placed a minimum of one business week in advance of the event. Student

Workers may be compensated through an additional pay form submitted to University Support Services no later than one business week after the work has been completed. Additional pay forms should be submitted to University Support Services by the scheduled student building manager the closest business day following the event worked.

- *Responsible Parties for Space*

University Support Services is 100% responsible for the booking calendar and rental of University Hall Auditorium and Lobby. Continuing Education is responsible for marketing this space and will tour this space when requested by third party customers.

-Use Guidelines for Woodruff Gymnasium

- Request/ Reservation Process

-Fac/Staff- Athletic Faculty and staff wishing to book the Woodruff Gymnasium will meet with the University Support Services Scheduling Specialist to directly input CSU sport regularly scheduled season games, matches, and practices into the Cougar Scheduler. Any events outside of regular season games, matches, and practices MUST be submitted via a Cougar Scheduler Request form and approved by University Support Services and the Athletic Department. The CSU Athletic Administrative Assistant will input all requests for event service needs of any regular season athletic event. Any non-Athletic or Health Science Department faculty and staff may follow the same process as

the students. These faculty and staff members are responsible to submit their own request for event services needed.

-Student- All students must submit a Cougar Scheduler request form for any use of the Woodruff Gymnasium. The form must be approved by University Support Services and CSU Athletic Department Administrative Assistant. Student Organization Advisors must submit an request for any services needed, including, but not limited to door unlocks.

-Third Party- All third party events must submit or dictate a Cougar Scheduler request form for use of the Woodruff Gymnasium. 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 request for any event needs requested.

-Special Guidelines- All rental revenue from third party events will be forwarded to the Athletic 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 CSU Athletic Coaches are responsible to meet with the Scheduling Specialist for all regular season athletic events.

University Support Services is responsible for ALL other events taking place in these spaces.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services