



COLUMBUS
STATE

UNIVERSITY

FACILITY USE PROCEDURES
AT A GLANCE

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INTRODUCTION

OVERVIEW

The implementation of new policies and procedures regarding scheduling is imperative to carry out the mission of Columbus State University.

It is the mission of Columbus State University to achieve academic excellence through teaching, research, creative inquiry, and student engagement; to achieve excellence in the student experience and prepare individuals for a life of success, leadership, and responsibility through community awareness, engagement, and service to others; to achieve recognition as a leader in community development, regional economic development, and public-private partnerships.

The use of university facilities must be consistent with all adopted regulations of the Board of Regents within the University System of Georgia. It should be recognized that academic use of university facilities takes priority over any other request.

PURPOSE

This handbook represents an overview of the comprehensive body of policy designed to facilitate the mission of University Support Services. The full purpose of these policies and procedures are exemplified in the following goals:

- To centralize the process of requesting space throughout university property
- To maintain and enforce consistent scheduling priorities and procedures
- To maintain and enforce consistent agreements and fees for the rental of university facilities.
- To maximize utilization and minimize scheduling conflicts
- To increase awareness of campus events to the student body, faculty, staff, and the community.
- To provide accurate and efficient information regarding all campus events
- To provide a designated liaison in the coordination of academic and non-academic scheduling needs.

GENERAL POLICIES

All events held on Columbus State University campuses must benefit or help further the mission of CSU. All events must be requested and reserved through our online calendar system, Cougar Scheduler, in order to be supported. University Support Services must be notified of any event needs and resource requests for a properly scheduled event via the eQuest system.

PERMITTED FACILITY USERS

CSU Affiliated Group or Organization – Any group that has an official affiliation to any college, division, department, other official administrative or service unit, and recognized student organizations of Columbus State University. The term shall include any alumni association, booster club, etc. which is organized and operated for the benefit of CSU. Events for these groups may include but are not limited to organizational meetings, fundraisers whose activities are for the benefit of the University, and organizational activities that meet the rules and regulations of CSU, the University System of Georgia, and state and federal law.

Non-Affiliated Group or Organization – Any group or organization which is not an "affiliated group or organization." Non-affiliated groups and organizations can also be categorized as third-party entities. Third-party entities are any individual, group, organization, or corporation seeking to reserve space on any of CSU's campuses for a specific event or gathering. Please note, any groups with a non-affiliated or third-party designation **MUST** provide a certificate of insurance naming CSU and the CSU Foundation as additional insured prior to the commencement of any events booked on a CSU campus. Third-party groups may request space for activities that meet the rules and regulations of CSU, the University System of Georgia, and state and federal law. Academic and CSU specific events always have priority over non-affiliated use.

REQUEST PROCESS FOR FACILITY AND OUTDOOR SPACES

Cougar Scheduler is our main calendar where we keep all information regarding room reservations for events. In order to have an event on CSU's campus, the event must be registered in Cougar Scheduler with accurate times, dates, titles, and contact information.

There are 4 main parts to reserving space on CSU's Campuses.

1. The customer fills out the appropriate Cougar Scheduler request form.
2. All faculty, staff, and non-CSU forms go first to the University Support Services Scheduling Specialist to determine the availability of resources, staffing, and the impact of the event on the University. University Support Services approves or denies the event.
3. All student forms and those approved by University Support Services then go to the designated building coordinators to be approved or denied.



4. The customer is then notified via e-mail if their request was approved or denied.

All event space requests are processed through Cougar Scheduler. The requester must fill out a form on Cougar Scheduler in order to have use of any event facilities or spaces. Event needs such as setup, breakdown, custodial services, equipment, etc. must be submitted separately through the eQuest system. Cougar Scheduler only requests and reserves the event space, not any event needs.

ROLE OF COORDINATORS

Building coordinators and facility schedulers are there as extra resources to all requesters. Each coordinator is required to make sure the building's departments receive priority when scheduling events. Building coordinators are responsible for approving the specific space he/she is over and for placing any event need requests to University Support Services via the eQuest system. This includes but is not limited to requests for University Police, Custodial Services, grounds, A/V equipment, event equipment, and tech services. All catering needs are provided by CSU's exclusive caterer, Aramark.

EVENT NEEDS AND RESOURCES

University Support Services is the hub for any event needs on CSU's campus. They will contact any and all departments necessary to make each event a success. University Support Services is to be notified of any needs or resources for each event. This includes, but is not limited to custodial services, grounds, audio/visual needs, security, signs, and general event equipment. Please utilize the eQuest system for all event needs requests. Charges may apply. Visit our website (<https://universitysupportservices.columbusstate.edu/>) for an updated list of costs and procedures.

Riders and Special Contracts

Any invited event guests must present all pertinent riders or contracts to University Support Services prior to the distribution of any contractual agreements with organizations, departments, or individuals of CSU.

Catering

Aramark is the exclusive caterer at Columbus State University. Please visit <https://columbusstate.campusdish.com/> or call (706) 507-8374 for more information.

Exceptions to this policy include:

1. When an outside caterer donates all of the food and service (applies only to non-profit organizations, e.g. Chamber of Commerce lunches).

2. When the food is purchased and served by a student group or department. This policy applies only to catered events.
3. Country's Barbeque is an accepted concession vendor within the Frank G. Lumpkin Jr. Center. Any other exceptions must go through the Office of the Vice President of Business and Finance for approval.

Parking

Temporary Visitor Parking Permits are required for all group and individual visitors to campus. These permits are obtained by e-mailing parking@columbusstate.edu with the guest/event name, date, location, and the sponsoring organization/department. Please visit the Parking Services website at www.columbusstate.edu/parking for more information.

Street Closures

Any requests for street closures during an event must be submitted to University Support Services a minimum of 30 days prior to the event date so that the proper permits can be acquired.

FACILITY STAFFING

The following facilities have specific staffing requirements during after-hour events.

General – All events with expected attendance at or exceeding 100 people are required to have security onsite.

Frank G. Lumpkin Jr. Center – All third parties must have at least one security officer. If any A/V services are needed, a tech is also required.

Student Recreation Center – There must be at least one building manager per floor in use. If any A/V services are needed, a tech is also required. Additional staffing requirements are the discretion of REC center management.

University Hall – If an A/V services are needed, a tech is required. If no A/V services are needed, an event manager is still required.

Outdoor Areas – All third parties are required to have at least one security officer present. Other outdoor event staffing needs are at the discretion of University Support Services and University Police.

Davidson Auditorium – Student events may use the existing stage sound. If sound booth access is needed, a sound tech is required.

FEES AND OTHER CHARGES

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 24 hours in advance. Failure to comply with this requirement will result in the application of charges (\$60.00 minimum) as though the event were held as scheduled (i.e.: labor, custodial, etc.). These fees will be used to offset prescheduled personnel costs.

Fees & Security Deposit – All fees and security deposits should be paid to the facility coordinator 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. Security deposits are due at the time the reservation is made. Your reservation is not confirmed until the security deposit has been received.

Cleanup 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 cleanup 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. Affiliated groups are permitted the use of CSU equipment and tech services if available within the academic priorities of the 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.

Please note, third-party groups should contact the requested facility directly for the most accurate price quote for facility rental and event services.

LEASE AGREEMENTS

Events sanctioned by Columbus State University are not required to have a lease agreement. However, any events held that are not in connection with the University are required to sign a lease agreement distributed by either University Support Services or the rental offices of CSU's for-profit facilities.

INSURANCE

All Columbus State University sanctioned groups, students, faculty, and staff are covered by CSU's insurance as long as the needed coverage is not a result of a broken law, rule, or regulation by Columbus State University, the Board of Regents, the University System of Georgia, or state and federal law.

All non-affiliated groups are required to provide a certificate of insurance for at least \$1,000,000.00 naming CSU and the CSU Foundation as beneficiaries must be provided to University Support Services at least one week prior to the event date.