

COLUMBUS
STATE

UNIVERSITY

Facility Use Procedures
At a Glance



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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 usage of University facilities takes priority over any other use/ request.

PURPOSE

This handbook represents the establishment of a comprehensive body of policy designed to facilitate the mission of the Events office within the department of Campus Services. The full purpose of these policies and procedures are exemplified in the following goals:

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

GENERAL POLICY

All events held on Columbus State University campus must benefit or help further pursue the mission of CSU. All events must be requested/ reserved through our online calendar system in order to be supported. Campus Services must be notified of any event needs/ resources required for a properly scheduled event.

PERMITTED USERS:

1. University Use- A University recognized student, faculty, or staff organization- Organizational meetings, fundraisers whose activities are for the benefit of the university, organizational activities that meet the rules and regulations of CSU, the University System of GA and federal law.
2. Non- University Use- Outside groups, organizations, corporations or individuals may request space for activities that comply within the rules and regulations of CSU, the University System of GA and federal law. All non-CSU events have to be approved by the department of Campus Services unless within a sanctioned for-profit facility within Columbus State property. Academic and CSU specific events always have priority over non-university use.

REQUEST PROCESS FOR FACILITY AND OUTDOOR SPACES

All requests for events go through the Cougar Scheduler. The Cougar Scheduler is an online request form which captures specific information about each event. There are five steps to reserving space on CSU's Campus.

1. Customer fills out Faculty/ Staff, Student Organization, or Non- CSU request form
2. Faculty Staff/ Non CSU forms go to Campus Services to determine availability of resources, staffing and the impact of the event to the University. Campus Services approves or denies the event.
3. All forms go to designated building coordinators to be Approved/ Denied
4. Building coordinators send in event needs to Campus Services
5. Event Occurs

All event requests are processed through Cougar Scheduler (a product of Ad Astra). The requester must fill out a form on Cougar Scheduler in order to have use of any event facilities or spaces and to receive any event support.

ROLE OF COORDINATORS

The facility schedulers are there as an extra resource to all requesters. Each scheduler is required to make sure departments receive priority when scheduling events. Schedulers are responsible for approving the specific space he/she is over and to place any need requests to campus services. Unless a non- CSU event, schedulers are required to contact Campus Services with any resources/ needs. This includes but is not limited to, University Police, Custodial Services, Grounds, A/V equipment, event equipment, and tech services. *All catering needs are provided by CSU's exclusive caterer, Aramark. Aramark can be reached at 706-507-8374.*

EVENT NEEDS/ RESOURCES

Campus Services is the hub for any event needs on CSU's campus. They will contact any/all departments needed to make each event a success. Campus Services is to be notified of any needs or resources for each event. This includes, but is not limited to custodial, grounds, audio/visual, security, and general event equipment.

Signs: Campus Services has an in-house sign shop. All sign needs must be requested through campus services using the eQuest system. Charges apply. See our webpage for an up- to date list of costs and procedures.

Riders and Special Contracts:

Any invited event guests must present all pertinent riders or contracts to campus 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 go to <http://www.campusdish.com/en-US/CSS/Columbus/Catering/> for more information.

Exceptions- Country's Barbeque is an excepted concession vendor within Frank G. Lumpkin Jr. Center. Any other exceptions must go through the Vice President of Business and Finance office for approval.

Parking

Special parking for the BOR and other VIP guests of the University can be requested through Campus Services. Parking spots exceeding five spaces will require a security officer to survey the area. Parties requesting special parking are responsible for any personnel costs incurred.

Main Campus Parking Garage- The parking garage is a student only parking area during the regular campus hours. This is not an event space and cannot be reserved as such.

Street Closures

Any Street closures needed during an event must be submitted to Campus Services at 30 days prior to the event so the proper permits can be acquired.

Facility Staffing

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

General- All events with attendance at or exceeding 100 people are required to have security on site.

Frank G. Lumpkin Jr. Center- All third parties need at least one security officer. If any A/V is needed a tech is required

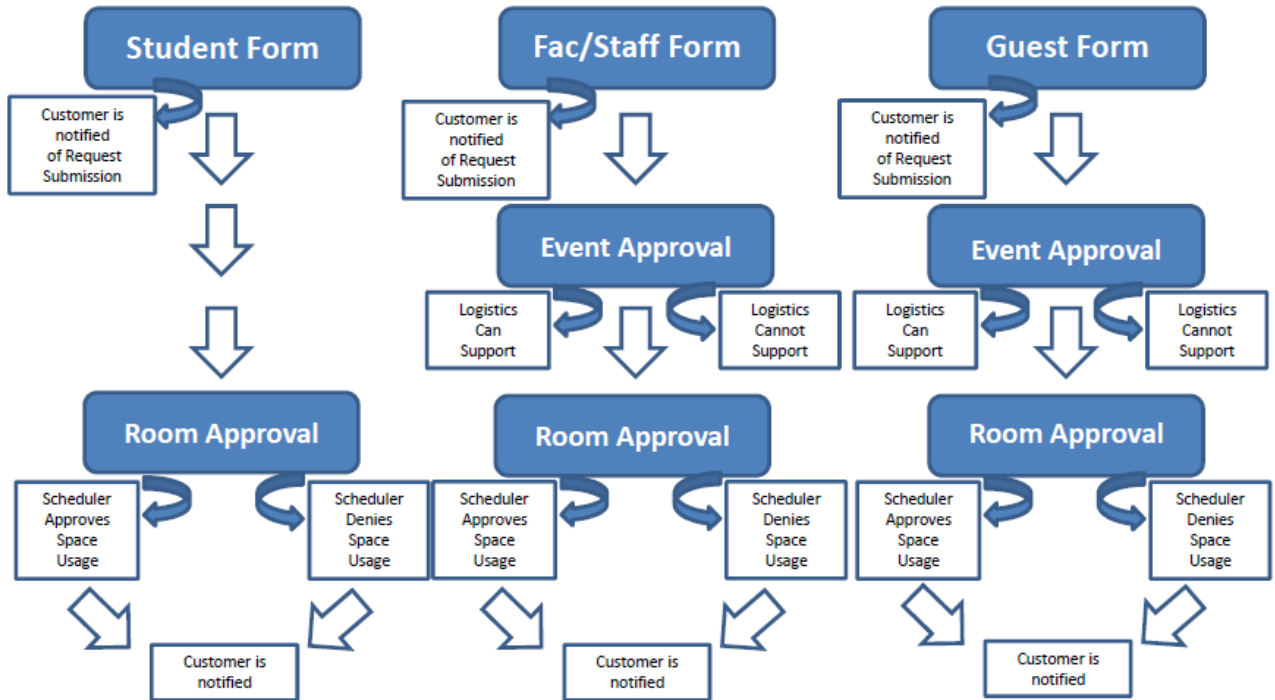
Recreation Center- There has to be at least one manager per floor being used. If any A/V is needed, a tech is required. Additional staffing requirements are at the discretion of the Director of Student Recreation.

University Hall- If any A/V is needed, a tech is required. If no A/V is needed, an event manager is required.

Outdoor Areas- All third parties are required to have at least one officer. Other outdoor event staffing needs are at the discretion of Campus 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.

Event Request Work Flow



FACILITY USAGE COSTS

For up to date pricing please visit our website at logistics.columbusstate.edu

Security Fees- Any security needed is at the discretion of Campus Services. Security officers are \$15.00 an hour and Police officers are \$30.00 an hour

LEASE AGREEMENTS:

All CSU sanctioned events are not required to have a lease agreement. Any events not in connection with the University are required to sign a lease agreement distributed by either Campus Services or the rental offices of any of CSU's for-profit facilities.

INSURANCE

All CSU sanctioned groups, students, faculty and staff are covered by the insurance of CSU 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 GA or State/Federal law.

All Non- University events are required to provide a certificate of insurance at a minimum of \$1,000,000.00 to cover the outside event *and* Columbus State University.