



COLUMBUS  
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UNIVERSITY

**Facility and Services Handbook**

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## FACILITIES AND SERVICES HANDBOOK

### Statement of Purpose:

The purpose of the Facilities and Services Handbook is to set priorities for facility usage, define scheduling procedures, and establish controls and fees associated with event management for student, faculty/staff and third party organizations. This handbook represents the establishment of a comprehensive body of policies designed to facilitate the mission of the Columbus State University.

### Statement of Policy:

The facilities of Columbus State University are primarily utilized to fulfill the educational mission of the University. CSU will make the maximum use of all facilities for the benefit of the students, faculty and staff. Beyond the usage for instruction, departmental events, recognized CSU organizational events, and University sponsored events, the facilities may be available to external groups or organizations. Any use of University facilities must be consistent with all adopted regulations of the Board of Regents within the University System of Georgia as well as state and federal law.

## GENERAL FACILITY PROCEDURES AND REGULATIONS

The following is a detailed account of the proper procedures to be followed in order to hold an event on any property belonging to Columbus State University, hence forth to be known as “CSU”.

### DEFINITIONS

*CSU Affiliated Group or Organization-* Any group that has an official affiliation to any college, division, department, or 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 the CSU.

*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. Note, any groups with a non-affiliated or third party designation MUST provide a certificate of insurance naming CSU and CSU foundation as additional insured prior to the commencement of any events booked on CSU campus.

*Student Group-* Any Student Government Association (SGA) recognized gathering of students

*Student-* A person who is registered for a credit course or courses, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

*Department-* Any recognized group of the University who is categorized to a specific subject or type of service

*Campus Group or Organization-* An officially registered assimilation of students, staff, or faculty funded by and/or sponsored by Columbus State University. This definition also applies to any assembly approved by the president or his designee. Where the group is a student group, the Student Government Association must recognize the group to be considered an official organization of the University.

*Non- Profit Group or Organization-* Any organization that has the tax designation of 501c3 under the federal government.

*Guest-* A person invited by a student, official or employee of CSU to visit the campus at a specific time and place

*Special Groups-* Any gatherings pertaining to viewpoints of individual groups related to political affiliation, religious belief, or first amendment right to free speech. The name, special group, also applies to any individuals or groups handing out or exchanging information that does not directly apply to the mission of CSU.

*Requester-*The individual who fills out the Cougar Scheduler request form. This individual is to be the line of communication between the requesting group (affiliated and non-affiliated) and any University representatives involved in scheduling or providing services for the requested event.

*University Sponsored Event (Community Event) -* A department may sponsor a non-affiliated group or organization for any single instance event if that event fits within the overall mission of CSU to promote academia and service to its community. These sponsorships must be approved through the governing bodies of this facility handbook including, but not limited to University Support Services, Vice President of Business and Finance, the Office of the President, the Dean Academic Affairs or appropriate designees.

*Facility Contact-* The responsible representative in each department or building for answering questions about the facility and showing the space. In high use areas, this person is also responsible to approve or deny space requests depending on availability\*

\*All space requests go first through University Support Services before being forwarded to responsible Facility Contacts.

*Scheduling Specialist-* The University Support Services representative whose role it is to answer all questions regarding the availability of space, pricing, request status, and training for the use of our Cougar Scheduler system.

## ACCESS TO CAMPUS

The campus and facilities of CSU are limited to students, faculty, staff and guests of CSU, except when part or all of the facilities are open to the general public for a designated time and purpose, or when non-affiliated groups, organizations or individuals are granted use by special request.

All persons on the campus shall be subject to all rules and regulations of CSU and the Board of Regents, and to all applicable federal and state regulations. In addition, persons who operate motor vehicles on the campus of CSU agree by operation to be subject to CSU campus rules, regulations, and procedures on traffic and parking.

All persons on the campus shall provide identification upon request to appropriate officials and University Police of CSU. Personnel and students of CSU who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide such identification shall be requested to leave the campus. If they refuse, they will be subject to lawful removal and prosecution.

## FEES AND OTHER CHARGES FOR USE OF UNIVERSITY FACILITIES

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.

## OTHER FACILITY PROCEDURES

Policy Summary- All groups must follow the request process detailed in this handbook in order to hold an event on any property belonging to the state and assigned to Columbus State University. *The reservation and use of CSU facilities and outdoor space is a privilege and not a right. The facility scheduler, in conjunction with appropriate administrative offices reserve the right to reassign, refuse, or cancel any space reservations reserved by affiliated and non-affiliated groups, organizations, or individuals.*

Applicability- Students, Faculty, Staff, Guests of the University (included, but not limited to non-affiliated groups and organizations)

Administration of Policy  
University Support Services, VP of Business and Finance, Student Affairs.

### **1. Priority Use Guidelines**

Columbus State University departments and organizations receive priority use of all CSU facilities and outdoor spaces. Events deemed to be an institutional need, such as enrollment, academic success, and annual University events will have priority over all other uses.

**First Priority-** *credit and non-credit educational programs of CSU*

**Second Priority-** *Meetings and events where the primary participants are sanctioned CSU employee/student clubs and organizations*

**Third Priority-** *CSU sponsored community meetings and events; specifically external non-profit groups and organizations that contribute to the mission and vision of CSU*

**Lowest Priority-** *Meeting and event requests for sponsored for profit organizations and private groups. These are approved on a first come, first serve basis.*

### **2. Reservation Schedule for Designated Areas**

**No Date Restrictions-** University Events- including, but not limited to Orientation, Open Houses, Convocation, Collegiate Lecture Series', Faculty/Staff Development, CSU wide seminars and meetings.

**Up to Two Years in Advance-** CSU Departments/ Organizations for CSU related business.

**Up to One Year in Advance-** CSU events co-sponsored with outside organizations, reoccurring outside groups with 4 or more previous historical instances of the event.

**\*Up to Three Months in Advance-** All other Outside Groups (first come, first serve)

*\*Limitations: outside groups must reserve events on campus at least 30 days prior to the event date so that proper staffing, insurance needs, and legal agreements can be made*

### **3. Requester Responsibilities**

The individual requesting the use of facilities, outdoor spaces and/or services must ensure that the event and patrons are in compliance with all applicable rules and regulations. This individual is also responsible for any and all expenses incurred from their event (see Pricing Appendixes for expense information). Any outstanding balances for Faculty, staff, Student, or Third party events will be turned over to the Bursar's Office for collections after 30 days.

### **4. Refusal/ Cancellation**

Public Safety, Risk Management, and University Support Services representatives, in coordination with Business Services and Student Affairs maintain the right to cancel any event without advance notice if not in compliance with all Facility Usage regulations. Furthermore, CSU reserves the right to cancel an event already in progress if applicable and relevant information has not been conveyed to these representatives.

### **5. Additional Rules and Regulations**

University Support Services reserves the right to have a CSU personnel represented for the duration of scheduled event time. This includes all load in, load out, set up, break down time. Regarding outdoor spaces, only documented and approved vehicles are permitted on ANY outdoor rented spaces of CSU. It is the responsibility of the requesting individual to notify University Support Services of any requests to drive/ move vehicles on to outdoor areas. Requester understands he/she does not have permission to drive/move any vehicles across outdoor areas unless granted written permission by a University Support Services representative. Requester will notify University Support Services immediately if damage is made to any outdoor areas belonging to CSU. It is the responsibility of the Lessee to cover any damages made to any rented outdoor area.

**6. Student Organization Events-** All student organization events must have their faculty/ staff advisor present for the duration of any events hosted on CSU's campus. It is the responsibility of the Faculty/ Staff advisor to enforce any applicable CSU rules, regulation, state ordinances, laws, and all regulations dictated by the University System of GA's Board of Regents.

### **FORMS**

Below is a list of types of event and their required forms/ agreements. Lease agreements may be provided only by University Support Services, the Office of the President/Provost,

or an agent of one of CSU's for-profit facilities. All non-affiliated groups are required to provide a certificate of insurance naming CSU and the Foundation as additional insured or a signed insurance waiver from the office of Risk Management.

**Government Agencies-** *Cougar Scheduler Request, Certificate of Insurance, Lease Agreement, Fees\**

**Non-Affiliated Organizations-** *Cougar Scheduler Request, Certificate of Insurance, Lease Agreement, All Applicable Government Permits, Fees\**

**Affiliated Organizations/Groups-** *Cougar Scheduler Request.* 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 CSU, the BOR, the University System of GA, State and/or Federal law. *Pertinent Riders and contracts* by affiliated group guests must be presented to University Support Services prior to the establishment or distribution of any contractual agreement between said guest and CSU. *Fees\** apply if applicable.

## SPECIAL RULES AND REGULATIONS

### 1. ADA COMPLIANCE:

As described in the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, disabilities include learning, speech, visual, auditory, mobility impairments, and other disabilities as determined by individual need. CSU maintains accessibility and compliance with ADA codes throughout the campus. All users must comply with the following:

**Ingress/Egress:** CSU will enforce safe and reasonable ingress and egress to all facilities on campus. University Support Services reserves the right to determine accessibility to facilities. In order to ensure safe passage tables, chairs and other items are prohibited from under covered walkways or other areas that may pose hazardous conditions. Lobby areas will be restricted to a limited number of information/registration tables determined by University Support Services in conjunction with the Dean of Student Affairs office. University representatives reserve the right to require removal of any items found to be non-compliant.

**Accommodations:** Handicapped individuals with a valid handicap permit may park in the designated handicap parking areas. Persons needing disability accommodations other than parking should contact University Support Services and/or the Dean of Student Affairs Office a minimum of five business days prior to the event. Depending on the event and event sponsor, charges may apply for accommodation.



## 2. EVACUATION PROCEDURE

In case of an evacuation, individuals must comply with Public Safety at all times. Facility users will be notified of an emergency or threat to safety by alarm or Public Safety. The facilities will be evacuated in a calm and orderly fashion. In case of evacuation, all persons are to remain outside the building until instructed to return by Public Safety. In all evacuation circumstances, please use the stairs.

## 3. MEDICAL EMERGENCIES

In the event of an accident or emergency, Public Safety must be contacted immediately at 706 507-8911. Public Safety, Facilities, University Support Services, and/or the Dean of Student Services Office staff retain the right to call in emergency services as deemed necessary at the expense of the user.

## 4. SAFETY AND SECURITY

Public Safety along with University Support Services will determine and control all security arrangements including, but not limited to, the type, number and placement of all security personnel. Public Safety reserves the right to require security personnel at any event at the expense of the sponsoring organization. For safety, security, and convenience, Public Safety and/or University Administrators conduct periodic checks throughout all CSU facilities and outdoor spaces. Public Safety must be able to enter all spaces at any given time. Therefore, all exits must be clear at all times.

## CSU COUGAR SCHEDULER REQUEST INSTRUCTIONS

Purpose- To provide accurate understanding of the processes and procedures to reserving space for events on CSU's campus.

Policy- All requests for events on CSU's campus must be requested through and approved by operators of Cougar Scheduler. Department meetings, athletic practices or games, and fine arts rehearsals/ performances may be directly input into the Cougar Scheduler by the designated facility contact if said events are within departmental facilities. All other events must go through the cougar scheduler in order to be recognized as scheduled events.

### Cougar Scheduler Request Instructions

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 the cougar scheduler with accurate times, dates, titles, and contact information. Below are the steps to fill out a Cougar Scheduler Request.

1. Go to [www.columbusstate.edu](http://www.columbusstate.edu)
2. Click the top right corner drop down that says "Select a Site"
3. Scroll to "Reservations and Rentals" and click that selection
4. Click on the blue button that states "Request Space Now"
5. Click "Request an Event" located in the center of your screen
6. Select a form: Non-CSU for no-affiliated groups, Faculty/Staff/Student form for affiliated groups

7. Fill out the form, choose a date and time, choose a room or space, answer all questions and click “Submit” at the top of your form.

Once the form is submitted, please allow 3-5 business days for approval/ denial in the form of an email notification if the reservation is placed within 1 month of the event. If the request is placed 2 months or more in advanced, please allow 5-10 business days for approval/denial notification email.

## **I. Use of CSU Space by an Affiliated Groups**

Purpose- To establish priorities for the use of University facilities by all CSU Affiliated groups or organizations

Policy-

- a. The physical facilities and outdoor spaces of CSU have been provided to enable the institution to carry out its responsibilities of education, research, and public service.
- b. Recognizing that CSU cannot honor all of the many requests it receives from affiliated groups for the use of facilities and outdoor spaces in support of numerous activities, the following policies are established

### **A. Comply with CSU Mission**

Those activities within the broad definitions of education, research, and public service, which the university initiates, have priority over all other uses of the institution’s facilities and outdoor spaces.

### **B. Interference with Instruction**

The use of University Facilities and outdoor spaces by affiliated groups shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities. If general-purpose classrooms will be used, the authorization of the request must come from University Support Services and Academic Affairs in the Office of the Registrar.

### **C. General Use by Affiliated Groups**

When space is available, an affiliated group may be granted use of the University facilities and outdoor spaces provided the group agrees to observe the policies and procedures governing the use of University Facilities and outdoor spaces. All affiliated student groups are allowed access to the Davidson student center a maximum of three times prior to registration with the Office of the Dean of Students. All student groups must have documented approval by their advisor before the event can stand as scheduled.

## **D. Request Process**

All affiliated groups requesting the use of University Facilities and/or Outdoor spaces must do so by filling out a faculty/staff/student request form within the Cougar Scheduler. Once the request is approved and the requester has communicated with the University Support Services Scheduling Specialist or for-profit facility associate to discuss all needs, the event will stand as scheduled. All needs must be placed as an equest at least 7 days prior to the event date in order to stand as scheduled. The Scheduling Specialist and for-profit facility associates reserve the right to dictate a request date requirement of up to ten days' notice.

## **E. Fundraising**

The Dean of Students and/or University Support Services must approve the use of university facilities solely for fund-raising by affiliated groups. A percentage of the revenue may be assessed after the event in lieu of a usage fee. Affiliated groups may not use CSU facilities or outdoor spaces to raise money for private, political, or promotional religious purposes.

## **F. Limitations, Refusal and Cancellation-**

1. The reservation and use of CSU facilities and outdoor space is a privilege and not a right. The facility scheduler, in conjunction with appropriate administrative offices reserve the right to reassign, refuse, or cancel any space reservations reserved by affiliated groups, organizations, or individuals. Cancellation by the affiliated group for any events must be made at least 24 hours prior to any event set up. Affiliated group requester must notify the appropriate facility scheduler of cancellation. If the facility scheduler is unavailable, cancellation notification must be given to University Support Services.
2. Affiliated groups can use facilities or outdoor space no more than once each month if facilities are available when the request is received. More than one monthly meetings have to be approved by the facility scheduler and University Support Services via cougar scheduler. Facility schedulers and/or University Support Services may limit the number of reservations that can be made simultaneously as well as the span of time for which reservations can be made in order to maintain academic flexibility and integrity. If unexpected University functions are necessitated, facility or outdoor space use by affiliated groups may be cancelled with a 72-hour notification.
3. The University may refuse the use of its facilities or outdoor spaces to affiliated groups that would otherwise be eligible, where the proposed activity would require an unreasonable amount of University supervision or services, or where there is a question concerning the safety of the participants or of University property.

## **G. Compensation**

Affiliated groups using CSU facilities and/or Outdoor spaces must compensate the University for all expenses resulting from the activities including, but not limited to, custodial service, labor, security, university supervision, or other related costs. Rental charges for affiliated groups using CSU facilities for profit-making activities may be based in part upon a fixed percentage of the gross receipts. To view an updated list of service and equipment charges please visit the University Support Services website or see the pricing appendixes. Rental fees are only collected for affiliated groups in CSU facilities or outdoor spaces if the event is held in a for-profit facility within CSU's campus. Costs may be waived by the VP of Business and Finance, office of the President or designee when it would be in the best interest of the University for an affiliated group not to be charged for space rental or other services.

## **H. Large Scale Events**

Large events using multiple spaces or facilities including, but not limited to, concerts, conferences, tournaments, and others must have direct communication with University Support Services and the designated facility schedulers.

# **II. Use of CSU Space by Non-Affiliated Groups**

Purpose- To ensure safe and productive use of CSU facilities and outdoor spaces by non-affiliated groups.

## **A. Comply with CSU Mission**

Those activities within the broad definitions of education, research, and public service, which the university initiates, have priority over all other uses of the institution's facilities and outdoor spaces. The use of University Facilities and outdoor spaces by non-affiliated groups shall not interfere with or prevent the use of the facilities for the regular instructional program or for other scheduled activities. If general-purpose classrooms will be used, the authorization of the request must come from University Support Services and Academic Affairs in the Office of the Registrar.

## **B. Request Process**

All non-affiliated groups are recognized as external requesters and must enter into a legal agreement with CSU. Initiation of the agreement will begin with the submission of a Non-CSU request form from CSU's online event request process, the Cougar Scheduler. This request must be submitted at least 45 business days prior to the event. The Non CSU request form will be sent to the appropriate Contract Coordinator, Scheduling Specialist, or For-Profit Facility associate for approval. Once approved a legal agreement will be sent to the non-affiliated group or individual. The event will only stand as scheduled once the agreement, deposit (if applicable) or service payments, signed agreement, and certificate

of insurance covering CSU and the Foundation is received. If non-affiliated group is requesting an event from a CSU for-profit facility, other procedures may be in place.

*\*Requests that involve the use of academic spaces will not be confirmed until all classes for within the event-date semester are scheduled.*

### **C. CSU Representative/Individual Responsible**

If event is co-sponsored by an affiliated group, an individual from that affiliated group must be present for the duration of the event, including any set up, break down, or planning meetings that may be involved. The individual whose name is signed on the legal agreement is ultimately responsible for all guests and any damages that occur during the non-affiliated group event.

### **D. Refusal/ Limitations**

1. The reservation and use of CSU facilities and outdoor space is a privilege and not a right. University Support Services, in conjunction with appropriate administrative offices reserve the right to reassign, refuse, or cancel any space reservations reserved by affiliated groups, organizations, or individuals. Cancellation by the non-affiliated group for any events must be made at least 24 hours prior to any event set up. Non-affiliated group requester must notify University Support Services of any cancellation.

2. University Support Services may limit the number of reservations that can be made simultaneously as well as the span of time for which reservations can be made in order to maintain academic flexibility and integrity. Additional requests for usage more than once each month must have the approval of the VP of Business and Finance. If unexpected University functions are necessitated, facility or outdoor space use by non-affiliated groups may be cancelled with a 72 hour notification.

3. The University may refuse the use of its facilities or outdoor spaces to non-affiliated groups that would otherwise be eligible, where the proposed activity would require an unreasonable amount of University supervision or services, or where there is a question concerning the safety of the participants or of University property.

i. Required Forms- The requester for the Non-affiliated group must have a copy of their signed lease agreement, certificate of insurance, and any applicable permits in hand for the duration of the event.

ii. Insurance - A certificate of insurance of at least \$1,000,000.00 naming CSU and the Foundation as beneficiaries must be provided to University Support Services at least one week prior to the event date.

## **E. Compensation**

Non-affiliated groups using CSU facilities and/or Outdoor spaces must compensate the University for all expenses resulting from the activities including, but not limited to, rental fees, custodial service, labor, security, university supervision, or other related costs. Rental charges for non-affiliated groups using CSU facilities for profit-making activities may be based in part upon a fixed percentage of the gross receipts. To view an updated list of rental, service and equipment charges please visit the University Support Services website or pricing appendixes. Costs may be waived by the VP of Business and Finance when it would be in the best interest of the University for a non-affiliated group not to be charged for space rental or other services.

## **F. Equipment/ Resource Use**

All CSU equipment is for use by affiliated groups only. Special permission to use CSU equipment including, but not limited to, linen, tables, chairs, and media equipment may be granted with special permission from the VP of business and finance office. All sound booth utilization requires a CSU sound technician or approved outside vendor technician. Non-affiliated groups are responsible for any fees incurred from the use of CSU equipment or resources.

## **III. Use of CSU Space by Special Groups**

Purpose- Special groups safety/ in accordance with regulations set by BOR

### **Policy- *Free Expression: Speeches and Demonstrations, Marches, Distributions of Written Materials, Solicitation, and Voter Registration Drives***

No rights are more highly regarded at CSU than the First Amendment which guarantees freedom of speech, freedom of expression and the right to assemble peaceably. The University is committed to providing groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. CSU's approval of such events in no way supports, fails to support, agrees or disagrees with ideas that may be voiced in the area. However, the University does make provision for the expression of diverse viewpoints in an academic setting.

In order to achieve this objective, while insuring the University fulfills its mission, CSU has the responsibility to regulate the time, place, and manner of expression. This regulation is to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve University property and provide a secure environment to individuals exercising freedom of expression.

a. Provisions - In order that the persons exercising freedom of expression do not interfere with the operation of the college or rights of others, the following shall apply without exception to any form of expression:

1. Events which may obstruct vehicular, pedestrian or other traffic must be approved three business days in advance by Public Safety, Associate VP for Student Affairs, and Enrollment Services or designee.
2. Use of sound amplification on campus is regulated and must be approved three business days in advance by Public Safety and University Support Services or designee.
3. There must be no obstruction of entrances or exits to any CSU facility.
4. There must be no interference with educational activities inside or outside of CSU facilities.
5. There must be no harassment of passers-by or other disruptions of normal activities.
6. There must be no interference with scheduled University ceremonies or events.
7. Malicious or unwarranted damage to, or destruction of property owned or operated by the college or by students, faculty, staff, or visitors to CSU is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity.
8. There must be compliance with all applicable regulations of the Board of Regents within the University System of Georgia as well as state and federal law. Violators will be referred for appropriate legal or disciplinary action
9. Exceptions to this policy may be appealed to the VP of Business and Finance through University Support Services.
10. No sales or solicitation is permitted without the approval of Auxiliary Services.

### **A. Political Campaigns**

Political Campaigns as stated in the BOR Facilities Policy Manual 910.06:

“The president of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.”

### **B. Religious Use**

Under the directive of our President, CSU may authorize the use of institution facilities for religious meetings/activities. However, such use shall be limited to meetings and activities sponsored by recognized organizations of the institution shall be held only at places

designated by the President. The use of System materials, supplies, equipment, machinery, or vehicles is forbidden.

### **C. Speeches and Demonstrations**

The open areas designated for speeches and demonstrations at CSU locations available while classes are in session may commence at the following times:

Monday-Thursday: 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m.

Friday: 11:00a.m. – 1:00p.m.

Use of these areas will be approved through the Dean of Student Services (designee for the associate VP for Student Affairs and Enrollment Services) and coordinated with University Support Services and Public Safety, where applicable. Individuals and groups may use these areas for speaking, demonstrating, and other forms of expression. A request for use of these areas **must** be made at least three business days in advance of the event. All items including, but not limited to, structures, signs, and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two business days.

### **D. Marches**

Marches may take place on streets and sidewalks of CSU's campus between the hours of 10:00a.m. and 4:00p.m., Monday-Friday when school is in session. Plans for an event of this nature **must** be approved by the Associate VP of Student Affairs (or designee) and/or the VP for Business and Finance, City Government, CSU Public Safety, and University Support Services three business days in advance. Limitations may be placed on the time, and manner of such an event in order to serve the interest of safety, prevent disruption of the educational process and protect the rights of others. Marches off campus must be approved by appropriate governing bodies.

### **E. Sales and Solicitation**

1. Distribution of Written Materials- Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be distributed on a person to person basis within the designated Free Speech area between the previously indicated hours. In accordance with the University Posting policy, handbills cannot be placed on cars. The University maintains a position of neutrality as to the content of any written material distributed on the University under this policy.

2. Solicitation of Sales- CSU does not permit the operation of private business enterprises on its campuses, except as otherwise provided by contract. Except as specified by appropriate procedure, all business enterprises operated on any property of CSU or Foundation shall be operated as auxiliary enterprises and shall be under the direct management, control, and the V.P of Business and Finance.



a. Procedure-

Students and Affiliated Organizations- Students may place notices of items for sale on the bulletin boards designated as “Campus Advertising Boards.” The posting of such notices must be approved in the Student Life Office. Students may only solicit for the sale of services through:

*Advertisement through the University Relations Office*  
*Auxiliary Services (bookstore, foodservice, vending)*  
*Athletic Team’s Programs*  
*Fine Arts*

b. Non- Affiliated/ Business

Non- Affiliated persons and businesses may only solicit for the sale of items or services on campus through:

*Advertisement through the University Relations Office*  
*Auxiliary Services (bookstore, foodservice, vending)*  
*Athletic Team’s Programs*  
*Fine Arts*

## **F. Voter Registration**

Voter registration drives must be coordinated through the Office of Student Life on the respective campus. A request for a Voter Registration Drive **must** be made at least 12 business days in advanced. This can be done by filling out the appropriate event request form via Cougar Scheduler. Permission will not be granted for an activity that violates CSU policies, or local, state, and/or federal laws.

## **Guests and Visitors Use of the University Facilities**

### **I. PURPOSE**

To ensure the use of the university facilities for members of the university community and their guests.

### **II. 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.

## FACILITY AND OUTDOOR USE PROCEDURES BY BUILDING/ SPACE

### MAIN CAMPUS

#### **-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 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 CSU Athletic Fields. The form must be approved by University Support Services and CSU Athletic Department Administrative Assistant. 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 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 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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 equest 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 equests 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 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 Woodruff Gymnasium. The form must be approved by University Support Services and CSU Athletic Department Administrative Assistant. 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 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 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 15<sup>th</sup> 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 15<sup>th</sup> 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.

## RIVERPARK CAMPUS

### **- 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 equests 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 equests 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 equest 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 equest 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, equest 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 request 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 request 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 request 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 15<sup>th</sup> 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 15<sup>th</sup> 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 request 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 request 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 request 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 request 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 request 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 request 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.***

## **CONSUMPTION OF ALCOHOL AT CSU**

### **I. PURPOSE**

Columbus State University does not sell alcoholic beverages nor promote their use. To provide guidelines for the university community regarding the possession and consumption of alcoholic beverages, it is essential that these guidelines and federal, state and local laws concerning the consumption of alcoholic beverages be strictly adhered to. Violation of these will be viewed as a breach of contract. Alcoholic beverages may be served subject to the following conditions:



## II. POLICY

- A. Georgia State Law prohibits the sale of alcohol on state property.
- B. Organizations holding social functions sponsored or sanctioned by the university may serve alcoholic beverages only within pre- approved spaces. Any other spaces wishing to serve alcohol must have prior approval of the vice president for business and finance.
- C. CSU's official caterer, Aramark Corporation, is the sole server and sales representative for alcohol on CSU's campus.
- D. In the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Donated alcohol may only be donated by an alcohol beverage distributor. All other alcohol must be purchased and served by Aramark.
  - 1. By city ordinance, donated alcohol may be donated only to qualified non- profit organizations
  - 2. There may be City and State laws and regulations concerning donated alcohol.
  - 3. It is each event organizer's responsibility to check with the City and State well in advance to comply with any and all City and State laws and regulations
- E. Event sponsors must establish procedures to provide transportation to the place of residence for a guest (motel location of out-of-town guest) who apparently should not operate a motor vehicle.
- F. Unauthorized possession or distribution of alcoholic beverages in or on university property is forbidden.
- G. Alcoholic beverages may not be stored or consumed without the written approval of the vice president for business and finance.
- H. Under-age drinking is strictly prohibited. Georgia State Law mandates that no one under the age of 21 is permitted to consume alcoholic beverages.
- I. Alcoholic beverages are prohibited from student functions held in primarily freshmen residence halls that are sponsored by any student organizations, included, but not limited to fraternities/sororities. Other student organization events may be permitted the use of alcohol at events held in pre-approved facilities with prior approval by the Dean of Student Affairs and the office of University Support Services. Students of a legal drinking age not living in predominantly freshmen housing may consume alcohol in the privacy of their own apartment. No alcohol is permitted in common areas which include kitchens and refrigerators.
- J. Alcoholic beverages may be served only at functions as approved by the vice president for business and finance and will be permitted only in areas where students are not

normally present. Prior to the event's occurrence, an official from the organization requesting the privilege of serving alcoholic beverages must certify in writing that proper procedural safeguards for the operation of the function are in place, and that the group using the university facilities intends to limit attendance to individuals of the legal drinking age.

K. No person shall possess or consume alcoholic beverages on the campus except at functions where prior approval has been granted, as prescribed above, and are of the legal drinking age.

L. A CSU public safety officer must be present at all functions where alcoholic beverages will be served.

M. Violation of guidelines and/or laws by groups utilizing CSU facilities will be viewed as a breach of contract and the event will be cancelled immediately.

## **DISTRIBUTION OF LITERATURE/ MERCHANDISE**

### **I. PURPOSE**

To provide guidelines for the Columbus State University community regarding any proposed distribution or sale of literature/merchandise by an affiliated group, non-affiliated group, organization or individual.

### **II. POLICY**

- A. Any literature/merchandise which is, or which is proposed to be, distributed or sold, shall comply with all applicable federal, state and local laws and regulations, and with the regulations and policies of CSU and the Board of Regents and must be directly related to the subject of the scheduled event. No obscene literature or material is to be distributed, stored or sold on any property owned or used by CSU.
- B. Any distribution of literature or merchandise should have prior written approval from the office of University Relations.
- C. No merchandise, literature, material or other printed matter shall be sold or distributed within: classroom, library and other academic building or facilities; administrative and employee offices and work areas; or student residence halls, dormitories and apartment buildings.
- D. CSU shall designate the locations on campus (Elizabeth Bradley Turner Center, Davidson Student Center, Clock Tower, Alumni Conference Center, University Hall, Frank G. Lumpkin Jr. Center, River Center, Coca Cola Space Science Center, Oxbow Meadows Environmental Learning Center, and Cunningham) which are available for the sale or distribution of literature/merchandise. In addition to those areas designated in subparagraph (B) above, CSU shall prohibit the sale or

distribution of literature/merchandise in all areas where such would: 1) cause injury or damage to resources; 2) unreasonably impair the academic atmosphere of the campus; 3) unreasonably interfere with the academic program and other activities of CSU or with the administrative functions of CSU; or 4) substantially impair the use of facilities or services on the campus, or the flow of vehicular or pedestrian traffic.

- E. Except when a rental or lease agreement is negotiated, a rental charge may be based in part upon a fixed percentage of the gross receipts of the literature/merchandise sales.
- F. No person, whether distributor or recipient of literature/merchandise, shall cause any litter to occur on the CSU campus. This includes the distribution of leaflets and flyers on automobile windshields.
- G. Persons engaged in the sale or distribution of printed matter/merchandise shall not obstruct or impede pedestrians or vehicles, harass other persons with physical contact or persistent demands, misrepresent the purposes or affiliations of those engaged in the sale or distribution, or misrepresent whether the printed matter/merchandise is available without cost or donation.
- H. CSU shall have the right to terminate the distribution of literature/merchandise by any group, organization or individual who violates the provisions of this policy
- I. No person or distributor shall engage in a “buy back” sale of printed matter/merchandise on the CSU campus with the exception of the Columbus State University Book Store. Said person or distributor will be asked to leave the university property. Such activity may also be grounds for arrest, detention, citation or other appropriate legal consequence as determined by the Department of Public Safety.

## **CATERING**

Policy: ARAMARK Food Service is the exclusive caterer for Columbus State University. This policy applies to all catered events in facilities owned or leased by the University.

### Exceptions

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 food is purchased and served by a student group or department. This policy applies only to catered events.

Special Requirements- Caterer is responsible for providing trash bags and for removing ALL catering- related food and trash from the premises.

## DECORATIONS

All decorations and materials must be removed by the sponsoring organization/department immediately following the event. Failure to do so will result in items being discarded. The client may be billed for any damage to surfaces and/or excessive cleaning requirements.

### Decorations & Theatrical Scenery Safety Guidelines

- Only use materials that are Class “A” rated or listed for flame retardant in decorations, theatrical scenery.
- Event Sponsors/Organizers should show documentation that certifies that the material meets this requirement, upon request.
- Decorations must not block exits or fire safety equipment.
- Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
- Decorations should not be hung from overhead pipes or sprinkler heads.
- Decorations should be removed immediately after the event.
- Confer with the University Support Services regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.
- Decorations and displays that require flame, sand, or water may be used only when furnished by the Aramark Catering
- Glitter, confetti, or water filled items may not be used as decorations.
- Decorations that might pose a fire hazard may not be used.

### CSU Environmental Health and Safety Policies:

- Only use materials that are Class "A" rated or listed for flame retardant in decorations, theatrical scenery. Event Sponsors/Organizers should show documentation that certifies that the material meets this requirement, upon request.
- Decorations must not block exits or fire safety equipment.
- Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
- Decorations should not be hung from overhead pipes or sprinkler heads.
- Decorations should be removed immediately after the event.
- Helium cylinders for balloons should be secure with a chain on to a cylinder cart or to a column and must be approved in advance with Environmental Health and Safety (EHS) and Risk Management (RM)
- The Event Sponsor/Organizer must make arrangements to dispose of empty cylinders. Call EH & RM for help.

## STAFFING

**The on-site event contact must be full time faculty or staff member representing the sponsoring department, group or organization.** They **must** be present for the duration of the event and adhere to all University policies and procedures.

### Security:

Only officially assigned Columbus State University police officers may be utilized for events. The final determination of the number of police officers necessary for a specific event will be made by Public Safety.

**Security is required for any event collecting money on site or if alcohol is being served.**

If, in the determination of the Public Safety, special or additional security arrangements must be made for an event, any overtime or extra personnel costs normally will be charged to the sponsoring organization or department.

### Night and/or Weekend Staffing:

All events require prior planning and notification so that adequate personnel and equipment can be made available. For events that occur at night or on weekends, overtime is required and prior scheduling is a must if personnel are required. The departments impacted include, but are not limited to, Facilities, Public Safety and Parking, University Support Services. On weekends, it is difficult to employ the necessary staff unless there is advance planning and a commitment from the affected departments. Complete arrangements must be made with all involved departments to avoid event cancellation.

## EVENT SERVICES AT CSU

The following details the process to acquire any event services at CSU. This includes, but is not limited to, set up and break down of an event, custodial services, ground services, technical or A/V needs, miscellaneous event items, and signage.

## SERVICES OFFERED

### - Event Set up/ Break Down

-Fac/ Staff/ Students- All set up and break down needs must be given to University Support Services via an Event Services eQuest at least 7 days prior to the event. Some larger events require a longer lead time. Request should include all materials requested, description of set up (attached diagram if complicated), the time of set up, break down, actual event time, contact information for the

onsite event contact and an account number if paid personnel or equipment/ item rental is needed.

-Third Party- For-Profit entities of CSU will submit event services requests on the behalf of the third party representative. A University Support Services representative will place the requests for all other third party rentals using the faculty/ staff/ student guidelines listed above.

-Associated Fees- Please see appendixes i-iv for a complete list of possible charges. Fees may be charged for after- hours/ weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

-Special Guidelines- Third party entities may only use event items for set up and break down that reside in the rented facility. If any additional items must be moved from the warehouse or another facility and additional set up surcharge may be applied.

#### -Custodial Services

-Fac/Staff/ Students All Custodial needs must be given to University Support Services via an Event Services eQuest at least 7 days prior to the event. Some larger events require a longer lead time. Requests for custodial services can be made within the main event request or on a separate custodial request for special cleaning emergencies. Requests should include actual event time (if applicable), cleaning time, contact information for the onsite event contact and an account number if paid personnel is needed.

-Third Party- For-Profit entities of CSU will submit event services/ custodial requests on the third parties' behalf. A University Support Services representative will place the requests for all other third party rentals using the faculty/ staff/ student guidelines listed above.

-Associated Fees- Please see appendixes i-iv for a complete list of possible charges. Fees may be charged for after- hours/ weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

-Special Guidelines- A custodial request is required for any events that may have food and any requests happening outside of the regularly scheduled custodial teams (late nights and weekends).

#### - Grounds Services

- Fac/ Staff/ Students- All Custodial needs must be given to University Support Services via an eQuest. Requests should include a date and time, description contact information for the onsite event contact and an account number if paid personnel is needed.

- Third Party- Third parties should not have any need for Grounds Services. In the event of an emergency, the for-profit coordinator or University Support Services representative should be notified and may place a request on the behalf of the third party representative.

- Associated Fees- Please see appendixes i-iv for a complete list of possible charges. Fees may be charged for after- hours/ weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

- Special Guidelines- N/A

- Technical/ A/V Services

-Faculty/Staff / Students- All Tech personnel needs must be given to University Support Services via an Event Services eQuest at least 7 days prior to the event. Some larger events require a longer lead time. Requests for a tech can be made within the main event request. Requests should include actual event time, Tech call time, tech needs, contact information for the onsite event contact and an account number.

- Third Party- For-Profit entities of CSU will submit event services equests on the behalf of the third party representative. A University Support Services representative will place the equests for all other third party rentals using the faculty/ staff/ student guidelines listed above.

- Associated Fees- Please see appendixes i-iv for a complete list of possible charges. Fees may be charged for after- hours/ weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

- Techs are required for theater spaces including, but not limited to University Hall, Riverside Theatre Complex Main Stage and Studio, River Center Stages, Rec Center Multipurpose Room.

- Miscellaneous Event Equipment/ Item Usage

- Fac/ Staff/ Students- University Support Services has a limited store of A/V equipment available for check out. Please submit an “Event Check Out” equest and include contact information, date of check out, date of return, the item needed, and an account number for lost or damaged items. University Support Services also has linen that must be used for high profile events and tables in entrances or lobbies. A linen cleaning charge is applied per cloth and can be requested using the main Event Services eQuest form along with set up and break down needs.

- Third Party- Event items and equipment other than tables and chairs stored in the rented facility are for use by faculty, staff, and students only. Prior approval of the office of the President or VP of Business and Finance must be made for any exceptions.

- Associated Fees- Please see appendixes i-iv for a complete list of possible charges. Fees may be charged for after- hours/ weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

-Special Guidelines-A/V equipment for student events during after-hours and weekend events must be checked out and returned during business hours after an equipment check out equest has been submitted by the Student Group Advisor. Event Linen must be placed/ set by University Support Services personnel or Aramark. Linen check out is prohibited.

- Event Signage

- Fac/Staff/ Students All Event Signage needs must be given to University Support Services via an Event Services eQuest at least 7 days prior to the event. Some larger events require a longer lead time. Requests for signs can be made within the main event request. Requests should include actual event time, date

signs are needed, exact verbiage for signs, logos (if applicable) in a vectorized file, size and quantity of signs needed, location/ placement of signs, contact information for the onsite event contact and an account number..

- Third Party- For-Profit entities of CSU will submit event services requests on the behalf of the third party representative. University Support Services representative will place the requests for all other third party rentals using the faculty/ staff/ student guidelines listed above.

- Associated Fees- Please see appendixes i-iv for a complete list of possible charges. Fees may be charged for after- hours/ weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

- Limited generic directional signs are available upon request free of charge. See the Signage guidelines for types and sizes acceptable to be displayed on campus. See Signage pricing appendix for specific lead times needed by type of signs. A surcharge is applied when the customer does not meet the minimum sign request lead time.

- Other

- Fac/ Staff/ Student-Transportation may be provided to shuttle guests during an event for faculty, staff, and student events only. Transportation requests can be submitted using the Event Services request at least 7 days prior to the event date.

## SIGNAGE

**Purpose:** The purpose of this sign policy is to create a cohesive campus-wide aesthetic within Columbus State University signage. This is meant to produce an informational guideline for campus-wide signage for Columbus State University.

### Sign Types Defined

- **Directional/Building Identification** includes but is not limited to room numbers, building names, office name plate signs, building directories, ADA signs, and all safety related signs.
- **Informational/Event Signage** includes but is not limited to any postings regarding personal, organizational, or departmental functions.
- **Light Post Boxes** are locked black poster cabinets located on light posts around main campus. These boxes are used to post event signage from recognized university organizations and departments. Posters in light boxes should be 12” by 18”.

**Policy:** All *directional and identification signage* on CSU property to include parking lots/decks, athletic fields, green spaces, other event/outdoor space and the interior/ exterior of all CSU buildings is maintained by the sign shop within the University Support Services. Directional and identification signage is defined in the *sign types defined* section of this policy. Any needs to change directional or identification signage **must** be approved and produced by the department of University Support Services. If approved sign needs cannot be met by the Sign Shop, services will be outsourced to a sign-making company at the discretion of the Senior Director of University Support Services.

### Directional/Building Identification Signs



### **Informational/Event Signage**

- Informational and event signage is any posting pertaining to a recognized university event by a student organization or department.
- Signage for the recognized events above can be posted in light post boxes or departmental-specific bulletin boards as long as postings comply with the CSU code of conduct.
- Any postings placed in unspecified areas will be removed.

### **Light Box Poster Signage**

- Requests for poster signs in light boxes must be sent to University Support Services via the eQuest system. Requests must be submitted at least two weeks before signs need to be posted. All written informational posters must be provided in request. Light post signage will be taken down upon or after date of event.

### **Posting/Displaying Homemade Signs**

- All signs can be displayed on any community/student bulletin boards, located in Davidson Student Center, as long as they do not interfere with CSU code of conduct. Signs will be posted no more than one month before the event or deadline. Signs will be taken down immediately after date on poster or sign.

### **Pricing Appendixes**

The following are current pricing structures for personnel, equipment, event/ space rental, and signage

#### **University Support Services Personnel Pricing Chart**

**Please submit all personnel requests in the form of an eQuest. Account numbers must be provided. Pricing is for CSU Affiliated groups, departments, and organizations. Call University Support Services for third party pricing**

*SEE <https://universitysupportservices.columbusstate.edu/eventservices.php> for an updated list of pricing.*

#### **University Support Services Space Pricing Chart**

*SEE <https://universitysupportservices.columbusstate.edu/eventservices.php> for an updated list of pricing.*

#### **University Support Services Equipment Pricing**

*SEE <https://universitysupportservices.columbusstate.edu/eventservices.php> for an updated list of pricing.*