

Clayton State University

CAMPUS SPACE REQUEST AND EQUIPMENT RENTAL POLICY

The following regulations are intended to protect campus facilities and equipment and to ensure the safety of all patrons. The Department of Campus Life will enforce all regulations and notify the appropriate administrator of any infraction.

Campus space is reserved for student organizations, Athletics, Academic and administrative units. All non-academic events/meetings must be scheduled by the Department of Campus Life. Academic Affairs' reservations supersede Department of Campus Life reservations in classroom spaces.

The Department of Campus Life reserves all administrative rights to reserve the Student Activities Center, James M. Baker University Center Commons, Loft, Main Street, Presidential Plaza and Pod. In addition, the Department of Campus Life reserves the rights to schedule Plaza 1 and II, the Quad, Laker Lane, Lakeside, Amphitheatre, the university walking trail and all greenery campus areas.

The Department of Campus Life serves as the official sponsor of all Non-University sponsored events/meetings held on campus grounds.

INTERNAL: THE FOLLOWING STATEMENTS AND/OR MANDATES ONLY APPLY TO CLAYTON STATE UNIVERSITY DEPARTMENTS, OFFICES, FACULTY, STAFF, STUDENT ORGANIZATIONS.

General

1. All Sponsoring units must be recognized by Clayton State University and the Department of Campus Life.
2. Reservations for space may only be submitted during the current academic year (July 1 – June 30).
3. Incomplete Campus Space Request will not be processed.
4. All requests for space during the period in-between semesters and finals or for dates on holidays or large campus events (e.g. graduation, Involvement Fair, etc.) will be declined. Some rules apply.
5. Reservation confirmations are not transferable.
6. The Department of Campus Life reserves the right to amend a reservation in order to manage space and/or meet a University priority.

7. Sponsoring Units are not permitted to market and/or promote an event/meeting prior to receiving a confirmation from the Department of Campus Life. Sponsoring Units that promote their event/meeting prior to receiving a confirmation from the Department of Campus Life risk having their event/meeting cancelled.
8. The Department of Campus Life must approve all events/meetings that extend beyond normal business hours. In instances when the event/meeting extends past normal business hours, an hourly rate (fee) is required. Contact the Department of Campus Life for additional information. Some rules apply.
9. Campus Space Request processing requires a minimum of three (3) to five (5) business days.
10. If the event/meeting does require a set-up (i.e. additional tables, chairs, etc.), the Campus Space Request must be submitted a minimum of ten (10) business days prior to the scheduled date.
11. If the Campus Space Request is submitted less than ten (10) business days prior to the scheduled date and requires a set-up, it will be declined. Some rules apply.
12. If the event/meeting does not require a set-up (i.e. additional tables, chairs, etc.), the Campus Space Request can be submitted up to a minimum of five (5) business days prior to the scheduled date. This includes Information Tables.
13. For all events/meetings that require a set-up, a member of the sponsoring unit must meet with a Department of Campus Life staff member a minimum of five (5) business days prior to the scheduled date. Some rules apply.
14. All requests for space less than five (5) days prior to the scheduled date must be submitted by the student organization Advisor or Department/Division Lead. Due to timing, the request does not guarantee a reservation confirmation. If a set-up is required, the request will be declined. Some rules apply.
15. Sponsoring units that fail to fulfill their reservation (this includes no-shows) are subject to sanctioning by the Department of Campus Life.
16. Student requests for campus space due to an academic assignment require confirmation from the instructor.
17. All donation drives and fundraisers requests must be submitted a minimum of ten (10) business days prior to the scheduled date. Student organizations are prohibited from hosting donation drives and fundraisers on campus without authorization from the Department of Campus Life. In addition, they must deposit all raised monies in a University account by no later than five (5) business days after the scheduled date(s). Failure to deposit the funds will result in suspension of donation and fundraising privileges. Contact the Department of Campus Life for additional information.
18. Sponsoring units with an expected attendance of over 150 attendees for an event/meeting are required to sell all admission tickets via the Department of Campus Life ticket sales process. Contact the Department of Campus Life for

additional information.

In addition, the request must be submitted a minimum of five (5) weeks prior to the scheduled date. See the *Late Night and Special Event Policy* for additional information.

19. Advisors are required to attend all late night and special events sponsored by student organizations. Failure to attend will result in cancellation.
20. Evening (after 7:00 p.m.) and late-night events/meetings must start no later than thirty (30) minutes from the scheduled start-time. Failure to start an event/meeting within a reasonable timeframe may result in cancellation. Some rules apply.
21. The Department of Campus Life reserves the right to alter an event/meeting set-up in order to limit risk, ensure safety and meet any local, state or federal standards.
22. Sponsoring units are responsible for returning the reserved space to its original arrangement. Failure to do so may result in sanctioning from the Department of Campus Life.
23. Sponsoring units must clean-up an event/meeting area once it concludes. This also applies to Information Table set-ups or other facility open-seating/standing areas.

Sponsoring units that fail to clean-up their event/meeting area risk losing their reservation privilege. In addition, the sponsoring unit may be responsible for a cleaning fee due to excessive trash and messiness of a reserved space. Contact the Department of Campus Life for additional information.

24. The Department of Campus Life is not responsible for personal items left in reserved spaces.
25. Anyone caught using campus space for a non-academic purpose (i.e. not class, etc.) without authorization from the Department of Campus Life will be asked to vacate the premises.

Equipment Rental

26. Equipment is only available for use on the Clayton State University campus.
27. Specific equipment needs for an event/meeting must be submitted a minimum of ten (10) business days prior to the scheduled date. Some rules apply.
28. The Department of Campus Life will not guarantee last minute equipment accommodations (i.e. additional tables, chairs, etc.).
29. The sponsoring unit is responsible for inspecting all equipment to verify it is intact and operational prior to taking the item(s) into possession.

30. Reserved equipment not picked up on the scheduled date will be made available for rental the next business day on a first come, first serve basis.
31. Sponsoring units are not permitted to tamper or deconstruct equipment configurations unless authorized by the Department of Campus Life staff.
32. Reserved equipment is expected to be returned in working order. Sponsoring units will be financially responsible for equipment returned broken (i.e. not functioning properly, etc.). In addition, all equipment must be cleaned: this includes stains, tears, odors, etc.
33. The Department of Campus Life reserves the right to inspect equipment up to two-days (48 hours) after the item has been returned for cleanliness and/or damage.
34. The sponsoring unit agrees to replace (lost or stolen) or repair (damaged or broken) equipment. If a repair must occur, the sponsoring unit agrees to have the item repaired at a Department of Campus Life preferred Vendor.

If a replacement must occur, the sponsoring unit agrees to purchase the exact same model. If the model is not available, the sponsoring unit agrees to purchase a model of equal or greater value. Failure to replace or repair equipment will result in a loss of reservation privileges, and a fine. Contact the Department of Campus Life for additional information.
35. The sponsoring unit agrees to waive liability for all equipment malfunctions pertaining to inappropriate use or usage not in accordance with normal functionality.
36. All illegal use of equipment will be reported to the local authority.

Cancellations

37. The Department of Campus Life reserves the right to postpone and/or cancel a reservation. This includes administrative discretion and inclement weather. Some rules apply.
38. All postponed events/meetings will be rescheduled for the next available mutually agreeable date and time. All fees associated with the postponement will be mutually reallocated as needed. Some rules apply.
39. All reservation confirmations must be cancelled a minimum of three (3) business days prior to the scheduled date. All cancellations must be made in person or via a telephone conversation between the sponsoring unit and a Department of Campus Life staff member (non-student). Email cancellations are not permitted.

Failure to adhere to a space confirmation can result in a loss of reservation privileges. This includes failure to cancel a campus space confirmation a minimum of three (3) days prior to the scheduled date. In instances where a fee has been paid, refund restrictions will apply.

Payment return: To receive a **100 % refund**, the reservation must be: (a) cancelled a minimum of five (5) business days prior to the scheduled date or (b) cancelled due to inclement weather. To receive a **50% refund**, the reservation must be cancelled a minimum of four (4) business days prior to the scheduled date. The sponsoring unit will receive **no refunds** for cancellations received within three (3) business days of the scheduled date.

In addition, the sponsoring unit will not receive a refund in instances where the Department of Campus Life had to end an event/meeting due to administrative discretion (i.e. altercation, liability, etc.).

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