Events Services

Summary

Columbus State University and University Support Services have several policies governing various services that support events on CSU property.

Purpose

The purpose of this document is to describe the events services of University Support Services on CSU property.

Policy

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 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.

-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 equests on the third parties' behalf. 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.

-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 sings 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 equests on the behalf of the third party representative. 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.

\-   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 equest at least 7 days prior to the event date.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services