

Priority and Reservations Policy

Summary

Columbus State University and University Support Services have guidelines and procedures for priority usage and reservations of CSU property.

Purpose

The purpose of this document is to outline the priority rules and reservation procedures for using Columbus State University property.

Policy

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.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services