

Use of CSU Space by Non-Affiliated Groups

Summary

Columbus State University and University Support Services have established policies that prioritize the use of space according to the status of non-affiliated groups

Purpose

The purpose of this document is to present the responsibilities, limitations, and prohibitions for using space on CSU property by non-affiliated groups.

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. 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.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services