



COLUMBUS
STATE

UNIVERSITY

**FACILITY AND
SERVICES
HANDBOOK**

Last Revision: 11.16.2017

TABLE OF CONTENTS

<u>GENERAL FACILITY PROCEDURES AND REGULATIONS</u>	<u>5</u>
DEFINITIONS	5
ACCESS TO CAMPUS	6
FEES AND OTHER CHARGES FOR USE OF UNIVERSITY FACILITIES	7
FACILITY PROCEDURES	7
SPECIAL RULES AND REGULATIONS	10
CSU COUGAR SCHEDULER REQUEST INSTRUCTIONS	11
<u>USE OF CSU SPACE BY AN AFFILIATED GROUP</u>	<u>13</u>
<u>USE OF CSU SPACE BY NON-AFFILIATED GROUPS</u>	<u>14</u>
<u>USE OF CSU SPACE BY SPECIAL GROUPS</u>	<u>16</u>
<u>GUEST AND VISITOR USE OF UNIVERSITY FACILITIES</u>	<u>21</u>
<u>FACILITY AND OUTDOOR USE PROCEDURES BY SPACE</u>	<u>22</u>
ELIZABETH BRADLEY TURNER CENTER (EBTC)	22
CUNNINGHAM CONFERENCE CENTER	22
RANKIN ATRIUM, GARDENS, AND LIVERY	22
MAIN CAMPUS ACADEMIC SPACES	24
CENTER FOR INTERNATIONAL EDUCATION	23
UNIVERSITY HALL	23
FRANK G. LUMPKIN JR CENTER	25
STUDENT RECREATION CENTER	26
LINDSEY MOCK PAVILION AND INTRAMURAL FIELD	27
CSU ATHLETIC FIELDS	28
WOODRUFF GYMNASIUM	29
RIVERSIDE THEATRE COMPLEX	30
SAUNDERS MUSIC CENTER (SCHWOB SCHOOL OF MUSIC)	31
RIVERPARK ACADEMIC SPACES	31
THE CLOCK TOWER	32
DAVIDSON STUDENT CENTER	32
SCHUSTER STUDENT SUCCESS CENTER	33
SCHWOB MEMORIAL LIBRARY	33
MAIN CAMPUS PARKING GARAGE AND AREAS	33
COCA-COLA SPACE SCIENCE CENTER	34
OXBOW MEADOWS	34
WOODRUFF PARK	35

<u>CONSUMPTION OF ALCOHOL AT CSU</u>	<u>37</u>
<u>DISTRIBUTION OF LITERATURE AND MERCHANDISE</u>	<u>39</u>
<u>CATERING</u>	<u>41</u>
<u>DECORATIONS</u>	<u>42</u>
<u>STAFFING</u>	<u>43</u>
<u>EVENT SERVICES OFFERED AT CSU</u>	<u>44</u>
EVENT SETUP AND BREAKDOWN	44
CUSTODIAL SERVICES	44
GROUNDS SERVICES	45
TECHNICAL & AUDIO/VISUAL SERVICES	45
MISCELLANEOUS EVENT EQUIPMENT/ITEM USE	46
EVENT SIGNAGE	46
TRANSPORTATION	47
<u>SIGNAGE</u>	<u>48</u>
<u>PRICING APPENDICES</u>	<u>49</u>

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 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 students, faculty, and staff. Beyond use for instruction, departmental events, recognized CSU organizational events, and university sponsored events, 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, 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 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. Please note, any groups with a non-affiliated or third-party designation MUST provide a certificate of insurance naming CSU and the CSU Foundation as additional insured prior to the commencement of any events booked on a 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, the Vice President of Business and Finance, the Office of the President, the Dean of Academic Affairs, or the 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. Note, all space requests go first through University Support Services before being forwarded to the responsible Facility Contact.

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 any CSU campus 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 of CSU and University Police. 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 24 hours in advance. Failure to comply with this requirement will result in the application of charges (\$60.00 minimum) as though the event were held as scheduled (i.e.: labor, custodial, etc.). These fees will be used to offset prescheduled personnel costs.

Fees & Security Deposit – All fees and security deposits should be paid to the facility coordinator 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. Security deposits are due at the time the reservation is made. Your reservation is not confirmed until the security deposit has been received.

Cleanup 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 cleanup 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. Affiliated groups are permitted the use of CSU equipment and tech services if available within the academic priorities of the 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.

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. Please note, the reservation and use of CSU facilities and outdoor space is a privilege and not a right. The facility scheduler, in conjunction with the appropriate administrative

offices, reserves 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, Vice President 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

Groups and individuals may request space in advance, but the following limitations apply based on the type of event and the classification of the requesting group.

No Date Restrictions – Columbus State University events including, but not limited to orientations, open houses, convocations, Collegiate Lecture Series, faculty/staff development events, and campus-wide seminars and meetings.

Up to Two Years in Advance – CSU departmental and organizational events for CSU related business.

Up to One Year in Advance – CSU events co-sponsored with outside organizations and reoccurring third-party events with 4 or more previous instances of the event.

Up to Three Months in Advance – all other affiliated and non-affiliated group events

In addition to these limitations, please note that all event requests are processed on a first come, first serve basis. Third parties must reserve events on campus at least 30 business days prior to the event date to ensure proper staffing, insurance needs, and legal

agreements. Affiliated groups and organizations must reserve events a minimum of 12 business days prior to the event date.

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 Appendices 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 business 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 CSU personnel present for the duration of the scheduled event time. This includes all load, unload, setup, and breakdown 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 the organization's faculty/staff advisor present for the duration of any events hosted on any CSU campus. It is the responsibility of the faculty/staff advisor to enforce any applicable CSU rules, regulations, state ordinances, laws, and all regulations dictated by the University System of Georgia's Board of Regents.

7. 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 CSU 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, and Applicable Fees

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

Affiliated Organizations/Groups – Cougar Scheduler Request and Applicable Fees. All CSU sanctioned groups, students, faculty, and staff are covered by CSU's insurance as long as the needed coverage is not the result of a broken law, rule, or regulation by CSU, the BOR, the University System of Georgia, 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 guests and CSU.

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 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 Student Affairs Office a minimum of 5 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. Facilities will be evacuated in a calm and orderly fashion. In case of evacuation, all persons are to remain outside of 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 Student Affairs 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 an accurate understanding of the processes and procedures to reserve space for events on CSU's campuses.

Policy:

All requests for events on CSU's campuses 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 cougarscheduler.columbusstate.edu
2. Click on **Request an Event**
3. Select the appropriate form type
 - a. **Student Event Request Form** - Student Organization, Student Life, or Activities Council Events.
 - b. **Faculty/Staff Event Request Form** - CSU Departmental, Foundation, Program, or Sponsored Events.
4. Fill out the form, be sure to include dates, times, locations, and any special requirements.

5. After filling out the Contact Information and the Location Information, you will need to fill out Meeting Recurrence.
 - a. Put the Start Time and the End Time, then select the date(s) needed on the calendar. Be sure to select the **Create** button after entering the date(s) and time.
 - b. The meeting will then populate under the Meetings box. Select the individual meeting(s) and select **Request Rooms**.
 - c. The filter can be adjusted during room selection to show more or less.
 - d. If this is an offsite event, please de-select the “Room Required” checkbox and type the offsite location in the description on the form.
 - e. If a request is submitted without a room but needs a space on campus, this event will be declined due to lack of correct information.
6. Look over the form thoroughly and make sure all relevant questions are answered.
7. You will receive two e-mails:
 - a. An e-mail notifying of successful submission.
 - b. An e-mail within 5 business days notifying you if the event request has been approved or denied, if the reservation is placed within 1 month of the event. Please allow 10 business days for reservations placed 2 or more months in advance.

USE OF CSU SPACE BY AN AFFILIATED GROUP

Purpose:

To establish priorities for the use of university facilities by all CSU affiliated groups or organizations

Policy:

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. 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.

1. 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.

2. 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.

3. General Use by Affiliated Groups

When space is available, an affiliated group may be granted use of 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 3 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.

4. 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 Cougar Scheduler. Once the request is approved and the requester has communicated with the University Support Services Scheduling Specialist or the 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 business days prior to the event date in order to stand as scheduled. The Scheduling Specialist and the for-profit facility associates reserve the right to dictate a request date requirement of up to 10 days' notice.

5. Fundraising

The Dean of Students and/or University Support Services must approve the use of university facilities solely for fundraising 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.

6. Limitations, Refusal, and Cancellation

The reservation and use of CSU facilities and outdoor space is a privilege and not a right. The facility scheduler, in conjunction with the appropriate administrative offices, reserves 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. The affiliated group's requester must notify the appropriate facility scheduler of cancellation. If the facility scheduler is unavailable, cancellation notification must be given to University Support Services.

Affiliated groups can use facilities or outdoor space no more than once each month if facilities are available when the request is received. Requests for more than one monthly meeting 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.

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

7. 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, and 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 appendices. 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 their designees 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.

8. 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.

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.

1. 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.

2. 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, 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 associates 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 CSU Foundation are received. If the 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 within the event date's semester are scheduled.*

3. 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.

4. Refusal/Limitations

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 non-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. The non-affiliated group's requester must notify University Support Services of any cancellation.

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, the facility or outdoor space use by non-affiliated groups may be cancelled with a 72 hour notification.

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

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.

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

5. 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 services, labor, security, university supervision, and 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 appendices. 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.

6. 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. 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.

USE OF CSU SPACE BY SPECIAL GROUPS

Purpose:

To ensure the safety of special groups in accordance with regulations set by the Board of Regents.

General:

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 provisions for the expression of diverse viewpoints in an academic setting. Examples of Free Expression include but are not limited to: speeches and demonstrations, marches, distributions of written materials, solicitation, and voter registration drives

In order to achieve this objective while ensuring 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.

1. 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:

- A. Events which may obstruct vehicular, pedestrian, or other traffic must be approved 3 business days in advance by Public Safety, the Associate VP for Student Affairs, and Enrollment Services or its designee.
- B. Use of sound amplification on campus is regulated and must be approved 3 business days in advance by Public Safety and University Support Services or its designee.
- C. There must be no obstruction of entrances or exits to any CSU facility.
- D. There must be no interference with educational activities inside or outside of CSU facilities.
- E. There must be no harassment of passers-by or other disruptions of normal activities.
- F. There must be no interference with scheduled University ceremonies or events.
- G. Malicious or unwarranted damage to or destruction of property owned or operated by the University 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.

H. 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.

I. Exceptions to this policy may be appealed to the VP of Business and Finance through University Support Services.

J. No sales or solicitation is permitted without the approval of Auxiliary Services.

2. 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.

3. 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 and shall be held only at places designated by the President. The use of System materials, supplies, equipment, machinery, or vehicles is forbidden.

4. 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 3 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 2 business days.

5. Marches

Marches may take place on streets and sidewalks of CSU's campus between the hours of 10:00 a.m. – 4:00 p.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 its designee), the VP for Business and Finance, City Government, CSU Public Safety, and University Support Services 3 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 the appropriate governing bodies.

6. Sales and Solicitation

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 at the University under this policy.

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 the Foundation shall be operated as auxiliary enterprises and shall be under the direct management and control of the VP of Business and Finance.

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 Office of Student Life and Development. 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

Non-Affiliated Organization or 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, food service, vending)
- Athletic Team's Programs
- Fine Arts

7. Voter Registration

Voter registration drives must be coordinated through the Office of Student Life and Development 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.

GUEST AND VISITOR USE OF UNIVERSITY FACILITIES

Purpose:

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

Policy:

The University has adopted the following procedure for implementing the policy for guests and visitors in campus facilities:

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, a registered student organization, or a member of the university for a specific occasion, conference, special function, tour, or official visit or program taking place.

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. A visitor is one who occasionally uses CSU 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 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

ELIZABETH BRADLEY TURNER CENTER (EBTC)

Request/Reservation Process:

Faculty/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 or deny. EBTC formulates a contract and sends an eQuest for all event needs.

Third Party – Follow the same process as Faculty/Staff/Students, however the rates are higher for non-affiliated groups.

Special Guidelines: Continuing Education requires a deposit within 2 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.

CUNNINGHAM CONFERENCE CENTER

Request/Reservation Process:

Faculty/Staff/Student – Faculty, students, and staff may submit a Cougar Scheduler request using the proper form. The 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 costs and needs. All event needs are input through the eQuest system by Cunningham staff for each event.

Third Party – Follow the same process as Faculty/Staff/Students, however the rates are higher for non-affiliated groups

Responsible Parties for Space: The Cunningham Center’s Director of Events and Marketing and the Facilities Manager are responsible for booking the space and requesting any services needed.

RANKIN ATRIUM, GARDENS, AND LIVERY

Request/Reservation Process:

Faculty & Staff – All affiliated CSU organizations and departments may book Rankin Atrium, Gardens, and Livery for the cost of personnel needs through Cougar Scheduler.

A Cougar Scheduler request form is submitted by the customer then approved or denied by University Support Services. An eQuest must be submitted by the faculty/staff requester at least 7 business days prior to the event date for services. University Support Services is the point of contact for all faculty and staff events held at the Rankin Atrium, Gardens, and Livery.

Student – Students may submit a Cougar Scheduler request using the proper form. The student group’s advisor is required to place an eQuest for event needs at least 7 business days prior to the event date. University Support Services is the point of contact for all student events held at the Rankin Atrium, Gardens, and Livery.

Third Party - All non-affiliated organizations and departments may book Rankin Atrium, Gardens, and Livery by submitting a non-CSU Cougar Scheduler request or by calling Continuing Education directly to dictate the proper information for the form. Continuing Education staff may also directly book third-party events in 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 at least 7 business days prior to the event date.

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 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 custodial services, unlocks, and security will be provided by University Support Services for weddings. All setup, breakdown, 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 setups and breakdowns for weddings with the submission of an eQuest from Continuing Education and pending adequate staffing is available. Continuing Education will be charged for the labor costs incurred by evening and weekend staff.

Responsible Parties for Space:

The responsibilities of Continuing Education regarding the Rankin Atrium, Gardens, and Livery include: touring, marketing, and scheduling for all users of the space, eQuests and contractual agreements for all third-party use, and any setup/breakdown needs for weddings. It is the duty of the University Support Services representative to make sure any faculty, staff, or student events are placed into 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 Cougar Scheduler.

MAIN CAMPUS ACADEMIC SPACES

For a list of current Academic Spaces please visit the Academic Affairs website.

Request/Reservation Process:

Faculty/Staff – Faculty and staff members needing academic space for academic purposes should 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 Academic Affairs based on availability. Any event needs including but not limited to unlocking the door should be sent via eQuest to University Support Services by the requesting party a minimum of 7 business days prior to the event date.

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 Academic Affairs based on availability. Any event needs including, but not limited to unlocking the door should be sent via eQuest to University Support Services by the requesting party a minimum of 7 business days prior to the event date.

Third Party – Main Campus Academic Spaces are for CSU Academic use only.

Responsible Parties for Space:

The Office of Academic Affairs is ultimately responsible for the reservations of any academic spaces.

CENTER FOR INTERNATIONAL EDUCATION (CIE)

Request/ Reservation Process:

Faculty/Staff/Students & Third Party – This facility is for recruitment use only by the Office of Admissions.

Responsible Parties for Space:

University Support Services is responsible for all booking and event services requests for the Center for International Education.

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 Cougar Scheduler. A Cougar Scheduler request form is submitted by the customer then approved or denied by 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 needs at least 7 business days prior to the event date.

Third Party – University Hall is for use by affiliated student groups and departments only.

Special Guidelines:

Unpaid balances will be forwarded to the Bursar's Office for collections after 30 business 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 7 business days in advance of the event. Student workers may be compensated through an additional pay form submitted to University Support Services no later than 5 business days 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.

FRANK G. LUMPKIN JR CENTER

Request/Reservation Process:

Faculty/Staff – Prior to October 15th for spring semester and April 15th for fall semester, any Athletics Department faculty and staff wishing to book the Lumpkin Center will meet with the Scheduling Specialist of University Support Services to directly input CSU sports regularly scheduled season games, matches, practices, and free play time blocks into the Cougar Scheduler. Any events outside of these 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 Athletics Department. Any regular season games and practices requested after the October 15 and April 15 deadlines must be submitted via a Cougar Scheduler request. The CSU Athletics Administrative Assistant will input all eQuests for the event needs of any regular season athletic event. Any non-Athletics or Health Science Department faculty and staff may follow the same process as students. These faculty and staff members are responsible for submitting their own eQuests for event needs a minimum of 7 business days prior to the event date.

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 Athletics Department. Student organization advisors must submit an eQuest for any event needs including but not limited to door unlocks a minimum of 7 business 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 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 a minimum of 7 business days prior to the event date.

Special Guidelines:

All rental revenue from third-party events will be forwarded to the Athletics Department through the Bursar's Office. October 15th is the last day to directly input regular season activities for the spring semester before scheduling opens to other faculty, students, staff, and the public. April 15th is the last day to directly input regular season activities for the summer and fall semesters before scheduling opens to other faculty, students, staff, and the public.

Responsible Parties for Space:

The CSU Athletics Coaches are responsible for meeting with the Scheduling Specialist for all regular season athletic events. University Support Services is responsible for ALL other events taking place in this facility.

STUDENT RECREATION CENTER

Request/Reservation Process:

Faculty/Staff – Any regularly scheduled group fitness classes or regular season intramural sport activities to include games, matches, and practices must be input directly into Cougar Scheduler by the 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 Cougar Scheduler and approved by University Support Services and the appropriate Rec Center Staff. Any event needs must be submitted via eQuest by the event's requesting party a minimum of 7 business days prior to the event date.

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 event needs including but not limited to door unlocks a minimum of 7 business days prior to the event date.

Third Party – The Student Recreation Center is for use by affiliated student groups and CSU departments only.

Special Guidelines:

October 15th is the last day to directly input regular season activities for the spring semester before scheduling opens to other faculty, students, and staff. April 15th is the last

day to directly input regular season activities for the summer and fall semesters before scheduling opens to other faculty, students, and staff.

Responsible Parties for Space: The Student Recreation Center's designated staff is responsible for all regular semester intramural sport and group fitness activity scheduling. University Support Services is responsible for all other events in this facility.

LINDSEY MOCK PAVILION AND INTRAMURAL FIELD

Request/Reservation Process:

Faculty/Staff – Any regular season intramural sport activities to include games, matches, and practices must be input directly to the Cougar Scheduler by the 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 the appropriate intramural staff. Any event needs must be submitted via eQuest by the event's requesting party a minimum of 7 business days prior to the event date.

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 event needs including but not limited to door unlocks a minimum of 7 business 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 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 a minimum of 7 business days prior to the event date.

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:

The Student Recreation Center's staff is responsible for regular season intramural games, matches, and practices. University Support Services is responsible for all other events in this space

CSU ATHLETIC FIELDS

Current athletic fields include: *Burger King Stadium, Walden Soccer Complex, Cougar Field, the Multipurpose Field, and Tennis Courts.*

Request/ Reservation Process:

Faculty/Staff – Athletics faculty and staff wishing to book any CSU athletic field will meet with the University Support Services Scheduling Specialist to directly input CSU sports' regularly scheduled season games, matches, and practices into 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 Athletics Department. The CSU Athletics Administrative Assistant will input all eQuests for the event needs of any regular season athletic event. Any non-Athletics or Health Science Department faculty and staff may follow the same process as students. These faculty and staff members are responsible for submitting their own eQuest for event needs a minimum of 7 business days prior to the event date.

Student – All students must submit a Cougar Scheduler request form for any use of CSU athletics fields. The form must be approved by University Support Services and the CSU Athletics Department Administrative Assistant. Student organization advisors must submit an eQuest for any event needs, including, but not limited to door unlocks a minimum of 7 business days prior to the event date.

Third Party – All third-party events must submit or dictate a Cougar Scheduler request form for use of 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 a minimum of 7 business days prior to the event date.

Special Guidelines:

All rental revenue from third-party events will be forwarded to the Athletics Department through the Bursar's Office. October 15th is the last day to directly input regular season activities for the spring semester before scheduling opens to other faculty, students, staff, and the public. April 15th is the last day to directly input regular season activities for the summer and fall semesters before scheduling opens to other faculty, students, staff, and the public.

Responsible Parties for Space:

The CSU Athletics Coaches are responsible for meeting with the Scheduling Specialist for all regular season athletic events. University Support Services is responsible for ALL other events taking place in these spaces.

WOODRUFF GYMNASIUM

Request/ Reservation Process:

Faculty/Staff – Athletics faculty and staff wishing to book the Woodruff Gymnasium will meet with the University Support Services Scheduling Specialist to directly input CSU sports' regularly scheduled season games, matches, and practices into 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 Athletics Administrative Assistant will input all eQuests for event needs of any regular season athletic event a minimum of 7 business days prior to the event date. Any non-Athletics or Health Science Department faculty and staff may follow the same process as students. These faculty and staff members are responsible for submitting their own eQuests for event needs a minimum of 7 business days prior to the event date.

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 Athletics Department Administrative Assistant. Student organization advisors must submit an eQuest for any event needs including but not limited to door unlocks a minimum of 7 business 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 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 a minimum of 7 business days prior to the event date.

Special Guidelines:

All rental revenue from third-party events will be forwarded to the Athletics Department through the Bursar's Office. October 15th is the last day to directly input regular season activities for the spring semester before scheduling opens to other faculty, students, staff, and the public. April 15th is the last day to directly input regular season activities for the summer and fall semesters before scheduling opens to other faculty, students, staff, and the public.

Responsible Parties for Space:

The CSU Athletics Coaches are responsible for meeting with the Scheduling Specialist for all regular season athletic events. University Support Services is responsible for **ALL** other events taking place in these spaces.

RIVERSIDE THEATRE COMPLEX

Request/Reservation Process:

Faculty/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 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 Theatre Department Administrative Assistant will input all eQuests for event needs of any regular season theatre performances a minimum of 7 business days prior to the event date. Any non-Theatre Department faculty and staff may follow the same process as students. These faculty and staff members are responsible for submitting their own eQuests for event needs a minimum of 7 business 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 the Theatre Department Administrative Assistant. Student organization advisors must submit an eQuest for any event needs including but not limited to door unlocks a minimum of 7 business 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 eQuest for any event needs requested a minimum of 7 business days prior to the event date.

Special Guidelines:

All rental revenue from third-party events will be forwarded to the Theatre Department through the Bursar's Office. October 15th is the last day to directly input regular season activities for the spring semester before scheduling opens to other faculty, students, staff, and the public. April 15th is the last day to directly input regular season activities for the summer and fall semesters before scheduling opens to other faculty, students, staff, and the public.

Woodruff Park should be booked simultaneously with Riverside Theatre Complex events so that large park events and theatre performances are not occurring at the same time. This is the responsibility of the Theatre Department.

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.

SAUNDERS MUSIC CENTER (SCHWOB SCHOOL OF MUSIC)

Request/ Reservation Process:

Faculty/Staff/Students – All faculty, staff, and students must submit a Cougar Scheduler request using the proper form OR call the 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 eQuest for any event needs a minimum of 7 business days prior to the event date.

Third Party – Third-parties must submit a Cougar Scheduler request using the proper form OR call the 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 CSU and the customer. Any event needs will be submitted via eQuest by the Concert and Facilities Coordinator a minimum of 7 business days prior to the event date.

Responsible Parties for Space:

The Concert and Facilities Coordinator for the Schwob School of Music is responsible for all events in this facility.

RIVERPARK ACADEMIC SPACES

Request/ Reservation Process:

Faculty/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 e-mail from the Office of the Academic Affairs. Any event needs including, but not limited to unlocking the door should be sent via eQuest to University Support Services by the requesting party a minimum of 7 business days prior to the event date.

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 e-mail from the Office of the Academic Affairs. Any event needs including but not limited to unlocking the door should be sent via eQuest by the student group's advisor to University Support Services a minimum of 7 business days prior to the event date.

Third Party – RiverPark Campus Academic Spaces are for CSU Academic use only.

Responsible Parties for Space:

The Office of Academic Affairs is ultimately responsible for the reservation of any academic spaces.

THE CLOCK TOWER

Request/Reservation Process:

Faculty/Staff – All faculty and staff wishing to use the Clock Tower 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 a minimum of 7 business days prior to the event date.

Student – Students must submit a Cougar Scheduler request for any Clock Tower use. If approved by University Support Services, it is the duty of the student group's advisor to place an eQuest for any event needs a minimum of 7 business days prior to the event date.

Third Party – The Clock Tower is for CSU use only as it is a student hub for the University.

Responsible Parties for Space:

University Support Services is responsible for all reservations at the Clock Tower.

DAVIDSON STUDENT CENTER

Request/Reservation Process:

Faculty/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 in order to proceed with the event. It is the responsibility of the faculty or staff member to place an eQuest for all event needs a minimum of 7 business days prior to the event date.

Students – Students must submit a Cougar Scheduler request for any Davidson Student Center use. 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's advisor will place an eQuest for all event needs a minimum of 7 business days prior to the event date.

Third Party – Third-party events are prohibited in the Davidson Student Center.

Special Guidelines:

There is a 12 business day minimum lead time required for all events requested in the Davidson Student Center. No Exceptions.

Responsible Parties:

Davidson Student Center reservations are the responsibility of the Student Life Administrative Assistant.

SCHUSTER STUDENT SUCCESS CENTER

Request/Reservation Process:

Faculty/Staff – The Center for Global Engagement has scheduling priority in Schuster 130. The Center for Career Development has scheduling priority in Schuster 101. These groups may meet with the University Support Services Scheduling Specialist and directly book all regular semester CGE and Career Development activities prior to the deadlines listed in the special guidelines. All other faculty and staff members wishing to use Schuster 130 or Schuster 101 must submit a Cougar Scheduler request form. Once the form is approved by responsible parties, it is the responsibility of the faculty or staff member to place an eQuest for all event needs a minimum of 7 business days prior to the event date.

Student – Students must submit a Cougar Scheduler request for any Schuster 130 or Schuster 101 use. If approved by the responsible party, it is the duty of the student group's advisor to place an eQuest for any event needs a minimum of 7 business days prior to the event date.

Third Party – Third-party events are prohibited in the Schuster Student Success Center.

Responsible Parties for Space:

The Center for Global Engagement is responsible for all reservations in Schuster 130. The Center for Career Development is responsible for all reservations in Schuster 101.

SCHWOB MEMORIAL LIBRARY

Request/Reservation Process:

Faculty/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 needs a minimum of 7 business days prior to the event date.

Third Party – Third-party events are prohibited in the Schwob Memorial Library.

Responsible Parties:

The Dean of Libraries is responsible for all reservations and event service requests for the Schwob Memorial Library.

MAIN CAMPUS PARKING GARAGE AND AREAS

Request/Reservation Process:

Faculty/Staff – Parking garage use for events will be limited to student events only as the deck is paid for through student fees.

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 and needs. Once needs are discussed, it is the duty of the student group’s advisor to place an eQuest for any event needs a minimum of 7 business days prior to the event date. Parking garage use for student activities will be limited to non-business hours and must be submitted at least 30 business days prior to the event date.

Third Party – Third-party reservations of parking spaces and the main campus garage are strictly prohibited.

Special Guidelines:

Temporary Visitor Parking Permits are required for all group and individual visitors to campus. These permits are obtained by e-mailing parking@columbusstate.edu with the guest/event name, date, location, and the sponsoring organization/department. Please visit the Parking Services website at www.columbusstate.edu/parking for more information.

Responsible Parties for Space:

University Support Services and Public Safety are responsible for all parking garage and parking lot requests and reservations.

COCA-COLA SPACE SCIENCE CENTER

Request/ Reservation Process:

Faculty/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 Cougar Scheduler. The information from the request form is forwarded to CCSSC to approve or deny. It is the duty of the requesting party to send an eQuest for all event needs a minimum of 7 business days prior to the event date. Charges may apply.

Third Party – Third-party requests follow the same process as faculty/staff/student requests however the rates are higher for non-affiliated groups. A CCSSC designee will input event needs via eQuest for any non-affiliated groups a minimum of 7 business days prior to the event date.

Responsible Parties for Space:

The Assistant Director of the CCSSC is responsible for all faculty, staff, student, and third-party bookings in this facility.

OXBOW MEADOWS

Request/Reservation Process:

Faculty/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 the 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 needs a minimum of 7 business days prior to the event date.

Third Party – Third-party renters must submit a Cougar Scheduler request using the proper form OR calling 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 Specialist will form an agreement between the customer and CSU. Any event needs will be submitted via eQuest by an Oxbow Meadows staff member a minimum of 7 business days prior to the event date.

Responsible Parties for Space:

Oxbow Meadows is responsible for all bookings at this facility.

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 Cougar Scheduler. A Cougar Scheduler request form is submitted by the customer then approved or denied by University Support Services. It is the responsibility of the requesting party to send an eQuest for all event needs a minimum of 7 business 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 form or by 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 a minimum of 7 business days prior to the event date.

Special Guidelines:

Unpaid balances will be forwarded to the Bursar's Office for collections after 30 business days. Liability Insurance is required of all third-party users using Woodruff Park unless otherwise dictated by the VP of Business and Finance or its 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

Purpose:

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

Policy:

1. Georgia State Law prohibits the sale of alcohol on state property.
2. 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.
3. CSU's official caterer, Aramark Corporation, is the sole server and sales representative for alcohol on CSU's campus.
4. In the event that the alcoholic beverages are donated, Aramark must be hired to serve those beverages. Alcohol may only be donated by an alcohol beverage distributor. All other alcohol must be purchased and served by Aramark.
 - a. By city ordinance, donated alcohol may be donated only to qualified non-profit organizations
 - b. There may be City and State laws and regulations concerning donated alcohol.
 - c. 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
5. 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.
6. Unauthorized possession or distribution of alcoholic beverages in or on university property is forbidden.
7. Alcoholic beverages may not be stored or consumed without the written approval of the Vice President for Business and Finance.
8. Under-age drinking is strictly prohibited. Georgia State Law mandates that no one under the age of 21 is permitted to consume alcoholic beverages.
9. 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 University Support Services. Students of a legal drinking age not living in predominantly freshmen housing may consume alcohol in the privacy of their own apartments. No alcohol is permitted in common areas which include kitchens and refrigerators.

10. 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.
11. 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.
12. A CSU public safety officer must be present at all functions where alcoholic beverages will be served.
13. 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 AND MERCHANDISE

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.

Policy:

1. Any literature/or 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.
2. Any distribution of literature or merchandise should have prior written approval from the Office of University Relations.
3. No merchandise, literature, material or other printed matter shall be sold or distributed within: classrooms, the library, and other academic building or facilities; administrative and employee offices and work areas; or student residence halls, dormitories, and apartment buildings.
4. CSU shall designate the locations on campus (Elizabeth Bradley Turner Center, Davidson Student Center, Clock Tower, Alumni Conference Center, University Hall, and Frank G. Lumpkin Jr. Center, RiverCenter, Coca Cola Space Science Center, Oxbow Meadows Environmental Learning Center, and Cunningham Center) which are available for the sale or distribution of literature and merchandise. In addition to those areas designated in subparagraph (3) above CSU shall prohibit the sale or distribution of literature or 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.
5. 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 literature and/or merchandise sales.
6. No person, whether distributor or recipient of literature and/or merchandise, shall cause any litter to occur on the CSU campus. This includes the distribution of leaflets and flyers on automobile windshields.
7. 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.

8. CSU shall have the right to terminate the distribution of literature and/or merchandise by any group, organization, or individual who violates the provisions of this policy
9. 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 Bookstore. Said person or distributor will be asked to leave 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:

The 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:

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

CSU Environmental Health and Safety Policies:

1. Only use materials for decorations and theatrical scenery that are Class “A” rated or listed as flame retardant. Event sponsors and organizers should provide documentation that certifies that the material meets this requirement, upon request.
2. Decorations must not block exits or fire safety equipment.
3. Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
4. Decorations should not be hung from overhead pipes or sprinkler heads.
5. Decorations should be removed immediately after the event.
6. Helium cylinders for balloons should be secured with a chain onto a cylinder cart or to a column and must be approved in advance by the Offices of Environmental Health and Safety (EHS) and Risk Management (RM). The event’s sponsor or organizer must make arrangements to dispose of empty cylinders. Call EHS & RM for help.

STAFFING

The onsite event contact must be a 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 onsite or serving alcohol.

If special or additional security arrangements must be made for an event, as determined by Public Safety, any overtime or extra personnel costs 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 University Support Services. On weekends it is difficult to employ the necessary staff unless there is advanced planning and a commitment from the affected departments. Complete arrangements must be made with all involved departments to avoid event cancellation.

EVENT SERVICES OFFERED AT CSU

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

EVENT SETUP AND BREAKDOWN

Request Process:

Faculty/Staff/Students – All setup and breakdown needs must be given to University Support Services via an Event Services eQuest a minimum of 7 business days prior to the event. Please be advised that larger events require a longer lead time. Requests should include all materials requested, description of the setup (attach a diagram if complicated), the times of setup and breakdown, the actual event time, 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 Appendices I-IV for a complete list of possible charges. Fees may be charged for after-hours and weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

Special Guidelines:

Third parties may only use event items for setup and breakdown that reside in the rented facility. If any additional items must be moved from the warehouse or another facility, an additional setup surcharge may be applied.

CUSTODIAL SERVICES

Request Process:

Faculty/Staff/Students – All custodial needs must be given to University Support Services via an Event Services eQuest a minimum of 7 business days prior to the event. Please be advised that 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 the actual event time (if applicable), the requested cleaning time, contact information for the onsite event contact, and an account number.

Third Party – For-profit entities of CSU will submit Event Services or Custodial eQuests on the third party's 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 Appendices I-IV for a complete list of possible charges. Fees may be charged for after-hours and 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

Request Process:

Faculty/Staff/Students – All grounds needs must be given to University Support Services via an eQuest a minimum of 7 business days prior to the event. Requests should include a date and time, a description of the services needed, contact information for the onsite event contact, and an account number.

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 Appendices I-IV for a complete list of possible charges. Fees may be charged for after-hours and weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

TECHNICAL & AUDIO/VISUAL SERVICES

Request Process:

Faculty/Staff/Students – All tech personnel needs must be given to University Support Services via an Event Services eQuest a minimum of 7 business days prior to the event. Please be advised that larger events require a longer lead time. Requests for a tech should be made within the main event request. Requests should include the actual event time, the tech call time, a description of 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 Appendices I-IV for a complete list of possible charges. Fees may be charged for after-hours and weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

Special Guidelines:

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

MISCELLANEOUS EVENT EQUIPMENT/ITEM USE**Request Process:**

Faculty/Staff/Students – University Support Services has a limited store of A/V equipment available for checkout. Please submit an Event Check Out eQuest and include contact information, the date of check out, the date of return, the item needed, and an account number in the event of 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 setup and breakdown 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 Appendices I-IV for a complete list of possible charges. Fees may be charged for after-hours and 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's advisor a minimum of 7 business days prior to the event. Event linen must be set by University Support Services personnel or Aramark. Linen check out is prohibited.

EVENT SIGNAGE

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 the 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.

Request Process:

Faculty/Staff/Students – All event signage needs must be given to University Support Services via an eQuest a minimum of 7 business days prior to the event date. Please be advised that larger events require a longer lead time. Requests for signs can be made within the main event request. Requests should include the actual event time, a date the signs are needed, the exact verbiage for signs, logos (if applicable) in a vectored file, the size and quantity of signs needed, the location and 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. 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 Appendices I-IV for a complete list of possible charges. Fees may be charged for after-hours and weekend staff needs as well as tech, security, and event items requiring cleaning or rental.

TRANSPORTATION**Request Process:**

Faculty/Staff/Student – Transportation may be requested to shuttle guests during by submitting an Event Services eQuest a minimum of 7 business days prior to the event date. Please be advised that larger events require a longer lead time.

Third Party – Transportation may be provided during faculty, student, and staff events only.

Special Guidelines:

Even in the event that a shuttle is requested, temporary parking passes for guests may still be required. For more information about parking at CSU, please visit the Parking Services website at www.columbusstate.edu/parking.

SIGNAGE

Purpose:

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

Directional and Building Identification Signs:

Directional and building identification signs include but are not limited to room numbers, building names, office name plate signs, building directories, ADA signs, and all safety related signs. Any of this such sign type on CSU property including 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 University Support Services. Any needs to change directional or building identification signage **MUST** be approved and produced by University Support Services. If the approved sign needs cannot be met by the Sign Shop, the service will be outsourced to a sign-making company at the discretion of the Senior Director of University Support Services.

Informational and Event Signs:

Informational and event signs are any postings pertaining to a recognized university event by an affiliated organization or department. Signs for recognized events can be posted in light post boxes or departmental-specific bulletin boards as long as such postings comply with the CSU Code of Conduct. Any postings placed in unspecified areas will be removed.

Light Post Box Poster Signs:

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". Requests for poster signs in light boxes must be sent to University Support Services via the eQuest system. Requests must be submitted a minimum of 2 weeks before signs need to be posted. All written informational posters must be provided when making the request. Light box signs will be removed on 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 the 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 the date listed on the poster or sign.

PRICING APPENDICES

The following are current pricing structures for personnel, equipment, and signage.

Please submit all service requests in the form of an eQuest directed to University Support Services. Account numbers must be provided. The below pricing is for CSU affiliated groups, departments, and organizations. Please call University Support Services for third-party pricing.

University Support Services Personnel Pricing Chart:

For an updated list of pricing, visit:

<https://universitysupportservices.columbusstate.edu/eventservices.php>

University Support Services Sign Pricing Chart:

For an updated list of pricing, visit:

<https://universitysupportservices.columbusstate.edu/eventservices.php>

University Support Services Equipment Pricing Chart:

For an updated list of pricing, visit:

<https://universitysupportservices.columbusstate.edu/eventservices.php>