



Campus Facilities & Reservation Information

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Section I: Campus Facilities

Primary Use

The use of campus facilities is intended for the purpose in which they are assigned: academic classrooms for instruction; office meeting and conference room spaces for college business; recreation center for recreation activity; athletic facilities for athletic practice and competition; housing for residential education and programming; etc. Users are not permitted to avoid or circumvent the reservation process to utilize campus facilities outside primary use.

Equipment Usage

Equipment (audio-visual, tables, chairs, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Your event contract will reflect the amount of equipment that is placed at the event. For outdoor reservations, if the equipment setup is not specified at the time of request, our physical plant and/or IT department will deliver the reserved equipment and leave it stacked in the reserved space. It is the responsibility of the user to specify setup instructions. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from campus property. Property of South Georgia State College (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility/area without approval. No equipment is permitted for use off the campus property. Outside furnishings are not permitted in any academic classrooms.

Standard Set-up

Standard set-up typically refers to the following type depending on the space being reserved. Some conference spaces are open rooms and do not include a standard set-up to which one may be requested at the time of booking.

- Auditorium: chairs facing one wall
- Conference: conference table and chairs
- Classroom: chairs/desks facing one wall
- Meeting: chairs and table facing one wall or in “U” or square shape
- Banquet: round tables with chairs
- Carousel/Expo: tables around room facing in with chairs
- Registration Table: one table and two chairs

All requests for the use of campus facilities must be submitted via the online event request form, except department requests for academic classes. The staff person for the area being requested will evaluate each request for space availability and applicable policy and procedures for use of space. The staff person reserves the right to grant or deny requests, and request for space DOES NOT guarantee use of space.

All events are subject to the following:

- State and federal laws

- South Georgia State College and University System of Georgia rules, regulations and policies
- Guidelines and instructions of the facilities coordinator

The person requesting facilities and services must ensure that the event and patrons follow all applicable requirements. The reservations coordinator for the area being requested maintains the right to cancel without advance notice, any event not in compliance with these regulations. **Further, SGSC reserves the right to revoke the event already in progress if there is a material omission.**

Space Assignment

The reservation coordinator will assign rooms according to the most appropriate use of the facility as the event is described in the event request form. The demands of the facility as well as the nature, i.e. equipment, food, music, and recreational equipment and the size and reoccurrence of the event will be considered in determining space assignments. The requestor's first and second preferred locations must be indicated on the request form to serve the event's needs. The reservations coordinator will work diligently to meet each space request, however; submitting the event request form does not guarantee a specified preference or even a reserved space.

Denials and Re-Assignment

The reservation staff reserves the right to deny or cancel space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservations may be denied or canceled if the organization or event is in direct conflict with the College's mission, policies, or regulations (state or federal laws). Reservations may be denied or canceled if the requestor previously violates policies and guidelines of use of space or fails to follow instructions of reservation coordinator or facility staff and/or if the group has an outstanding balance or pending conduct issue related to the prior use of space. Though these incidents are infrequent, reservations may be re-assigned or canceled with advance notice by the reservation's coordinator should the originally assigned space no longer be available due to campus related conflict or facility maintenance.

Confirmations and Contracts

Space assignments are confirmed on a first come first served basis. It should not be assumed that the requests have been confirmed, especially requests for multiple dates, and it is not advised to advertise a program or event until the space is confirmed through the reservation coordinator. The reservation staff attempts to honor preferences, but reserves the right to make judgements regarding the most appropriate space for an event. Event confirmations are only sent to the identified event contact person. Reservations are not confirmed until the reservations coordinator sends an **approved** event confirmation.

Changes to Reservations Details and Contracts

All requests for tables, chairs, audio-visual equipment, staging, and room set-up must be made at the time of the reservation. If there is a need to move or remove the equipment during an event, please include a request for assistance at the time the reservation is submitted. Also include detailed revisions that are being requested.

Cancellations

Cancellation by the client should be made no later than two (2) business days prior to the reservation. Any charges associated with the event up to the date of cancellation will still be assessed. Cancellation less than two (2) business days may be charged accordingly including a fine for late cancellation and/or Policy Violation for student organizations. Clients who fail to cancel an event will be categorized as “no shows” (see No Show Violation policy below).

No Show Violations

Any organization, department, or individual that fails to notify the facilities coordinator in person, or email of a cancellation two (2) business days prior to the event will be considered a “no show.” Users will be charged a no-show fee and set up fee based on contracted furnishings and equipment. Failure to cancel an event will result in a \$200.00 fee to cover associated preparation costs and to offset lost revenue because of the cancellation.



Section II:

Reservation Information

Alcohol

The consumption and/or possession of alcoholic beverages on the college's premises must follow the USG Alcohol Policy and approval process. All requests must go through the Office of the President.

Animals

Animals, other than registered service animals, are not permitted in campus facilities.

Cleaning Responsibilities

All event organizers are required to return the space to its original condition before departing. The space should be free and clear of all trash and debris, and all decorative materials removed. This includes anything that was not in the room prior to arrival.

Trash including but not limited to glitter, boxes, cups, food, confetti, sand, clothes, props, etc. should be removed from the area to avoid being charged a clean-up fee.

Custodial Services may be hired (or possibly required to hire) to maintain the cleanliness of the space and replenish custodial supplies during the event. For events on the athletic fields, the organizer is responsible for disposing of the trash in the trash receptacles in the parking lot in between Tiger 1 and Shannon Hall. **For outdoor spaces, users are responsible for removing all trash (including bagged trash from the requested trashcans) and disposing of it in the dumpsters between Tiger 1 and Shannon Hall.**

Damage and Loss

All individuals using Campus facilities are expected to take reasonable steps to ensure proper care of the buildings and equipment. Accidental damage, repair, and replacement costs are the responsibility of the reserving organization. Intentional misuse, vandalism, defacing, and/or destruction of college facilities, and/or equipment will result in proper disciplinary and/or legal action that may include involvement of Campus Police, student conduct, and/or financial penalty.

Decorations

Confer with the reservations coordinator for the area being reserved regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks. Decorations that might pose a fire hazard cannot be used.

Evacuation Procedures

Fire alarms and all other emergency related equipment are provided for the protection of the public and users of campus facilities. In the case of an evacuation, individuals are to always comply with the Campus Police Chief. Facility users will be notified of an emergency or threat to safety by an alarm, South Georgia State College Campus Police or Fire Department. If an alarm sounds, all persons are to remain outside the building in the designated gathering area until they are instructed to return by the building staff or South Georgia State College Campus Police. Use the stairs, not the elevator, in evacuation

situations. All groups should become familiar with emergency exits and safety policies when planning an event.

General Public Forum Venue Request

South Georgia State College embraces the value of free speech and provides numerous opportunities for free expression. Those interested in utilizing campus space for public demonstration should follow the Freedom of Expression Policy. Reservations of campus space for this purpose should be made to the Dean of Students & Housing for Student Success.

Hallways and Stairwells

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent fixture such as trash receptable. Easels, display boards, or other items are not to be stored in hallways and stairwells.

Inclement Weather

Events that require outdoor scheduling due to preference or size should reserve an alternate indoor location in the event of inclement weather. Reservation requests for rain locations will not be processed on the day of the event. It is up to the client to be knowledgeable about the weather prior to the event and work with the reservation coordinator to reschedule, if necessary, with as much advance notice as possible. If lightning strikes within eight (8) miles of the outdoor location the event may close for thirty (30) minutes after the last strike. Campus officials reserve the right to stop or cancel any outdoor reservation due to unsafe conditions or if the event surface or equipment will be damaged if the event was to continue. A delayed event may also not be extended beyond the original reservation time if staffing or scheduled conflicts exist. Expenses accrued up until the event is canceled will be charged to the client.

Lounges, Meeting Rooms, and Other Common Areas

Lounges, meeting rooms, and other common areas are intended for use by the campus community and recognized guests. Individuals or groups without authorized approval to use these facilities are prohibited from doing so and will be asked to leave. Individuals who exhibit unacceptable behavior will be asked to leave and may be prohibited from future facility use. The removal of any lobby, meeting or common area furniture/equipment is strictly prohibited.

Major Campus Events

Major Campus events such as commencement activities, admissions events, and orientation sessions may be reserved up to one year in advance. These events, regardless of date of reservation, may have higher priority than other previously scheduled events and may impact an existing approved reservation including the need to reschedule and/or cancel. Each reservation will be considered on a case-by-case basis.

Minors on Campus

Any user must comply with SGSC's Policy on Programs and Activities Serving Minors.

Outdoor Space

Clients cannot hang any items, signage, or banners from light post, trees, and/or other landscape vegetation without prior approval. Clients or their guests may not block any access ways, pathways, handicap ramps, doors, or other areas. Vehicles are not allowed on grass/concrete without prior approval from the event coordinator. All tables and chairs for outdoor facilities must be requested at the time of reservation and are delivered/set-up by event staff. If large amounts of outside equipment are needed for an event (staging, inflatables, large tents, etc.), it must be disclosed at the time of reservation request. Staging, generators, port-a-potties, etc. are the responsibility of the client, and the College will not be responsible for providing this equipment. No fireworks are permitted unless with prior approval by the Office of the President.

Parking: Visitor and Special Event Parking

All students, employees, and visitors who park motor vehicles on campus must always have a parking permit. Special event parking that attracts off campus visitors (non-students/ non-employees of SGSC) should be coordinated at minimum two weeks in advance.

Safety/Security

For safety and security, campus police and/or building staff conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any given time. Therefore, the doors to an event space must remain unlocked and free of obstruction while the event is in progress. Campus Police should be notified in the event of an emergency and/or made aware of emergency situations that arise. Persons using campus facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave and the event is subject to cancellation.

Security for Campus Events

The College has adopted a set of procedural guidelines for organizers to follow when planning events for large groups, late night events, or those posing a security concern. Additional charges related to security at an event may apply.

Smoking

South Georgia State College is a tobacco free campus. The use of all tobacco products, vaping, and e-cigarettes is prohibited in campus facilities, including but not limited to all offices, leased spaces, doorways, meeting rooms, restrooms, dining areas, and loading docks. This also includes outdoor areas as well.

Wellness Centers

Due to the primary use of this facility as an academic and athletic venue during Fall and Spring semesters, the Wellness Center is available only for academic classes, and Campus or Foundation hosted or sponsored activities or events. In addition, the Wellness Center is a primary venue for basketball athletic matches at the collegiate level. The only exception is for providing regional support or shelter during an emergency or natural disaster. Reservations for the rental of the Wellness Center will be processed with preferences first provided to USG Affiliated/Non-Profit groups then to Public, For-Profit groups. Reservations must be approved by the South Georgia State College Athletics Director.