

General Facilities Policies and Procedures

Definitions

Summary

Columbus State University and University Support Services have specific definitions used within the policies for using facilities and properties.

Purpose

The purpose of this document is to present the definitions used in the policies and procedures for Columbus State University facilities and University Support Services.

Definitions

CSU Affiliated Group or Organization- Any group that has an official affiliation to any college, division, department, or 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 the 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. Note, any groups with a non-affiliated or third party designation MUST provide a certificate of insurance naming CSU and CSU foundation as additional insured prior to the commencement of any events booked on 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, Vice President of Business and Finance, the Office of the President, the Dean Academic Affairs or 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*

*All space requests go first through University Support Services before being forwarded to responsible Facility Contacts.

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.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services