

Use of CSU Space by an Affiliated Groups

Summary

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

Purpose

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

Policy

a. The physical facilities and outdoor spaces of CSU have been provided to enable the institution to carry out its responsibilities of education, research, and public service.

b. Recognizing that CSU cannot honor all of the many requests it receives from affiliated groups for the use of facilities and outdoor spaces in support of numerous activities, the following policies are established

A. Comply with CSU Mission

Those activities within the broad definitions of education, research, and public service, which the university initiates, have priority over all other uses of the institution's facilities and outdoor spaces.

B. 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.

C. General Use by Affiliated Groups

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

D. 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 the Cougar Scheduler. Once the request is approved and the requester has communicated with the University Support Services Scheduling Specialist or for-profit facility associate to discuss all needs, the event will stand as scheduled. All needs must be placed as an event at least 7 days prior to the event date in order to stand as scheduled. The Scheduling Specialist and for-profit facility associates reserve the right to dictate a request date requirement of up to ten days' notice.

E. Fundraising

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

F. Limitations, Refusal and Cancellation-

1. The reservation and use of CSU facilities and outdoor space is a privilege and not a right. The facility scheduler, in conjunction with appropriate administrative offices reserve the right to reassign, refuse, or cancel any space reservations reserved by affiliated groups, organizations, or individuals. Cancellation by the affiliated group for any events must be made at least 24 hours prior to any event set up. Affiliated group requester must notify the appropriate facility scheduler of cancellation. If the facility scheduler is unavailable, cancellation notification must be given to University Support Services.
2. Affiliated groups can use facilities or outdoor space no more than once each month if facilities are available when the request is received. More than one monthly meetings 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.
3. The University may refuse the use of its facilities or outdoor spaces to affiliated groups that would otherwise be eligible, where the proposed activity would require an unreasonable amount of University supervision or services, or where there is a question concerning the safety of the participants or of University property

G. 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, or 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 appendixes. 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 designee 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.

H. 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.

Related USG Policy

9.10.6 Use of Institutional Facilities/Property

Last Update

1/31/2017

Responsible Authority

University Support Services