

# Clayton State University

## CAMPUS SPACE REQUEST AND EQUIPMENT RENTAL POLICY

*The following regulations are intended to protect campus facilities and equipment and to ensure the safety of all patrons. The Department of Campus Life will enforce all regulations and notify the appropriate administrator of any infraction.*

**Campus space is reserved for student organizations, Athletics, Academic and administrative units. All non-academic events/meetings must be scheduled by the Department of Campus Life. Academic Affairs' reservations supersede Department of Campus Life reservations in classroom spaces.**

**The Department of Campus Life reserves all administrative rights to reserve the Student Activities Center, James M. Baker University Center Commons, Loft, Main Street, Showcase and Presidential Plaza. In addition, the Department of Campus Life reserves the rights to schedule Plaza II, the Quad, Laker Lane, Lakeside, Amphitheatre, the Hill and Clayton EAST all greenery campus areas.**

---

### **THE FOLLOWING STATEMENTS AND/OR MANDATES ONLY APPLY TO CLAYTON STATE UNIVERSITY DEPARTMENTS, OFFICES, FACULTY, STAFF, AND STUDENT ORGANIZATIONS.**

#### **General**

1. All Sponsoring units must be recognized by Clayton State University and the Department of Campus Life. Reservations for space may only be submitted during the current academic year. (Start of Fall Semester to the end of the Spring Semester). Some rules apply.
2. All requests for space during the period in-between semesters and finals or for dates on holidays or large campus events (e.g. graduation, Involvement Fair, etc.) will be declined. Some rules apply.
3. Reservation confirmations are not transferable. The Department of Campus Life reserves the right to amend a reservation in order to manage space and/or meet a University priority.
4. Sponsoring Units are not permitted to market and/or promote an event/meeting prior to receiving a confirmation from the Department of Campus Life. Sponsoring Units that promote their event/meeting prior to receiving a confirmation from the Department of Campus Life risk having their event/meeting cancelled.
5. The Department of Campus Life must approve all events/meetings that extend beyond normal business hours. In instances when the event/meeting extends past normal business hours, an hourly rate (fee) is required. Contact the Department of Campus Life for additional information. Some rules apply.

6. Campus Space Request processing requires a minimum of three (3) to five (5) business days for Departments. Campus Space Request processing requires a minimum of ten (10) business days for Student Organizations.
7. If the Campus Space Request is submitted less than ten (10) business days prior to the scheduled date and requires a set-up, it may be declined. Some rules apply.
8. For all events/meetings that require a set-up, a designated member of the sponsoring unit must meet with a Department of Campus Life staff member a minimum of five (5) business days prior to the scheduled date. Some rules apply.
9. Sponsoring units that fail to fulfill their reservation (this includes no-shows) are subject to sanctioning by the Department of Campus Life.

### **Main Street**

- a. 1<sup>st</sup> no-show – no reservations (Main Street only) for 30 days; all subsequent reservations will be declined/cancelled
- b. 2<sup>nd</sup> no-shows – no reservations for 30 days + \$25 charge; all subsequent reservations will be declined/cancelled
- c. 3 or more no-shows – no reservations for the remainder of the current academic year + \$50 charge; all subsequent reservations will be declined/cancelled

### **SAC/Clayton EAST/Outdoor Spaces**

- d. 1<sup>st</sup> no-show – no reservations (not including Main Street) for 30 days; all subsequent reservations will be declined/cancelled
  - e. 2<sup>nd</sup> no-show – no reservations for 30 days + \$25 per hour per space; all subsequent reservations will be declined/cancelled
  - f. 3 or more no-shows – no reservations for the remainder of the current academic year + \$50 per hour per space; all subsequent reservations will be declined/cancelled
10. Multiple event infractions may result in the incurrence of fees, probation, and/or suspension.
  11. The instructor must submit student requests for campus space due to an academic assignment.
  12. The Division of Student Affairs must approve all fundraisers before space is requested.
  13. All donation drives and fundraisers requests must be submitted a minimum of ten (10) business days prior to the scheduled date. Student organizations are prohibited from hosting donation drives and fundraisers on campus without authorization from the Division of Student Affairs. This includes selling water or other concessions during an event. In addition, they must deposit all raised monies in a University agency account by no later than one (1) business day after the scheduled date(s). Failure to deposit the

funds will result in suspension of donation and fundraising privileges. Contact the Division of Student Affairs for additional information.

14. Advisors are required to attend and stay until clean-up (duration of event) is concluded for all late night and special events sponsored by student organizations. Failure to attend will result in cancellation.
15. All events/meetings must be concluded prior to scheduled end time.
16. The Department of Campus Life reserves the right to alter an event/meeting set-up in order to limit risk, ensure safety and meet any local, state or federal standards.
17. Sponsoring units are responsible for returning the reserved space to its original arrangement. Failure to do so may result in sanctioning from the Department of Campus Life.
18. Sponsoring units must clean-up an event/meeting area once it concludes. This also applies to Information Table set-ups or other facility open-seating/standing areas. Sponsoring units that fail to clean-up their event/meeting area risk losing their reservation privilege. In addition, the sponsoring unit may be responsible for a cleaning fee due to excessive trash and messiness of a reserved space. Contact the Department of Campus Life for additional information.
19. Student organizations having incurred a facility damage fee and/or excessive messiness/cleaning fee during the current academic year, will be subject to an earmarked reserve fee. This fee is set aside for incidental fees that may arise. This fee is held in your agency account, but will not be deducted unless fees are incurred.
20. The Department of Campus Life is not responsible for personal items left in reserved spaces.
21. Anyone caught using campus space for a non-academic purpose (i.e. not class, etc.) without authorization from the Department of Campus Life will be asked to vacate the premises.

### **Equipment Rental**

1. Equipment is only available for use on the Clayton State University campus.
2. Specific equipment needs for an event/meeting must be submitted a minimum of five (5) business days prior to the scheduled date. Some rules apply.
3. The Department of Campus Life will not guarantee last minute equipment accommodations (i.e. additional tables, chairs, etc.).
4. The sponsoring unit is responsible for inspecting all equipment to verify it is intact and operational prior to taking the item(s) into possession.

5. Reserved equipment not picked up on the scheduled date will be made available for rental the next business day on a first come, first serve basis.
6. Sponsoring units are not permitted to tamper or deconstruct equipment configurations unless authorized by the Department of Campus Life staff.
7. Reserved equipment is expected to be returned in working order. Sponsoring units will be financially responsible for equipment returned broken (i.e. not functioning properly, etc.). In addition, all equipment must be cleaned: this includes stains, tears, odors, etc.
8. The Department of Campus Life reserves the right to inspect equipment after the item has been returned for cleanliness and/or damage.
9. The Sponsoring Unit agrees to replace (lost, stolen, damaged, or broken) equipment. If a replacement must occur, the sponsoring unit agrees to purchase the exact same model. If the model is not available, the sponsoring unit agrees to purchase a model of equal or greater value. Failure to replace equipment will result in a loss of reservation privileges, and a fine. Contact the Department of Campus Life for additional information.
10. The Sponsoring Unit is liable for all equipment malfunctions pertaining to inappropriate use or usage not in accordance with normal functionality.
11. All illegal use of equipment will be reported to the local authority.

### **Cancellations**

1. The Department of Campus Life reserves the right to postpone and/or cancel a reservation. This includes administrative discretion and inclement weather. Some rules apply.
2. All postponed events/meetings will be rescheduled for the next available mutually agreeable date and time. All fees associated with the postponement will be mutually reallocated as needed. Some rules apply.
3. All reservation confirmations must be cancelled a minimum of five (5) business days prior to the scheduled date. All cancellations must be made via email to an appropriate Department of Campus Life/Student Activities Center staff member (non-student). Phone or in-person cancellations are not permitted. Failure to adhere to a space confirmation can result in a loss of reservation privileges. This includes failure to cancel a campus space confirmation a minimum of five (5) days prior to the scheduled date. In instances where a fee has been paid, refund restrictions will apply.

Payment return: To receive a **100 % refund**, the reservation must be: (a) cancelled a minimum of five (5) business days prior to the scheduled date or (b) cancelled due to inclement weather. The sponsoring unit will receive **no refunds** for cancellations received within five (5) business days of the scheduled date. In addition, the sponsoring unit will not receive a refund in instances where the Department of Campus Life had to end an event/meeting due to administrative discretion (i.e. altercation, liability, etc.).