

CLAYTON STATE UNIVERSITY

EVENT REGISTRATION AND EQUIPMENT RENTAL POLICY

The following regulations are intended to protect campus facilities and equipment and to ensure the safety of all patrons. The Student Activities Center 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 the Department of Campus Life reservations in classroom spaces.

The usage of rooms and facilities on campus is at no charge to recognized registered student organizations during regular business hours and when the event is open to all students. If organizations partner or collaborate with external community organizations to sponsor an event on campus, space rental fees may apply.

Departments desiring to use space in the Student Activities Center may be subject to a rental fee. Please contact the Department of Campus Life for more information.

The Student Activities Center reserves all administrative rights to reserve the Student Activities Center, James M. Baker University Center Commons, Loft, Main Street, Presidential Plaza and Pod. In addition, the Student Activities Center reserves the rights to schedule Plaza 1 and II, the Quad, Laker Lane, Lakeside, Amphitheatre, the university walking trail, and all greenery campus areas. The Department of Campus Life is the coordinating unit for all Recognized Student Organization sponsored events/meetings and some Non-University sponsored events/meetings held on campus grounds.

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

General

1. All Sponsoring units must be recognized by Clayton State University and the Department of Campus Life.
2. Reservations for space may only be submitted during the current academic year (July 1 – June 30). Student organizations are permitted to host general planning meetings over the summer. Some restrictions may apply.
3. Event Registrations must be submitted a minimum of 10 business days before the scheduled date and require a minimum of 5 business days to be processed. This includes Information Tables. Parties or large on-campus events must be submitted 5 weeks prior to the scheduled date.
4. For all events/meetings that require a set-up, a member of the sponsoring unit must meet with a Student Activities Center staff member a minimum of five (5) business days prior to the scheduled date.
5. Incomplete Event Registrations will not be processed.

6. All event registrations for space during the period in-between semesters and finals or for dates on holidays or large campus/University sponsored events (e.g., graduation, Involvement Fair, etc.) will be declined. Some rules apply.
7. Reservation confirmations are not transferable.
8. A reservation may be amended in order to manage space and/or meet a University priority.
9. Sponsoring Units are not permitted to market and/or promote an event/meeting prior to receiving a confirmation. Sponsoring Units that promote their event/meeting prior to receiving a confirmation risk having their event/meeting cancelled.
10. All events/meetings that extend beyond normal business hours must be approved prior to the event. In instances when the event/meeting extends past normal business hours, an hourly rate (fee) of \$50.00 is required. In addition, security may be required at a rate of \$35/ hour. Contact the Department of Campus Life for additional information.
11. All requests for space less than five (10) days prior to the scheduled date must be submitted by the student organization Advisor or Department/Division Lead. Due to timing, the request does not guarantee a reservation confirmation. If a set-up is required, the request will be declined.
12. Sponsoring units that fail to fulfill their reservation (this includes no-shows) are subject to sanctioning by the Student Activities Center.
13. Student requests for campus space due to an academic assignment require confirmation from the instructor.
14. 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 Student Affairs. This includes selling water or other concessions during an event. In addition, they must deposit all raised monies in a University account by no later than five (5) business days after the scheduled date(s). Failure to deposit the funds will result in suspension of donation and fundraising privileges. Contact Student Affairs for additional information.
15. Sponsoring units with an expected attendance of over 100 attendees for an event are required to submit an event registration a minimum of three (3) weeks prior to the scheduled date. This excludes parties and pageants as these require at least five (5) weeks prior to the scheduled date of the event.
16. Advisors are required to attend all late night and special events sponsored by student organizations. Failure to attend will result in cancellation.
17. Evening (after 7:00 p.m.) and late-night events/meetings must start no later than fifteen (15) minutes from the scheduled start-time. Failure to start an event/meeting within a reasonable timeframe may result in cancellation. Events that extend beyond thirty (30) past the scheduled time risk having their scheduling privileges suspended.
18. Event/meeting set-ups may be altered in order to limit risk, ensure safety, and meet any local, state or federal standards.
19. Sponsoring units are responsible for returning the reserved space to its original arrangement. Failure to do so may result in sanctioning.
20. 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.
21. Sponsoring units are responsible for personal items left in reserved spaces.
22. 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

Some items and equipment may be provided for rental for events and programs. *Some fees may apply.

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 ten (10) business days prior to the scheduled date.
3. An Equipment Rental Request Form must be submitted for the following equipment: snow cone machine, cotton candy machine, popcorn machine, and grill. *Form can be found under Student Organization Resources & Forms on the Campus Life page.
4. Last minute equipment accommodations (i.e., additional tables, chairs, etc.) are not guaranteed.
5. The sponsoring unit is responsible for inspecting all equipment to verify it is intact and operational prior to taking the item(s) into possession.
6. 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.
7. Sponsoring units are not permitted to tamper or deconstruct equipment configurations unless authorized.
8. 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.).
9. Equipment can be inspected up to two-days (48 hours) after the item has been returned for damage.
10. The Sponsoring Unit agrees to replace (lost or stolen) or repair (damaged or broken) equipment. If a repair must occur, the sponsoring unit agrees to have the item repaired at a Campus Life preferred Vendor. 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 or repair equipment will result in a loss of reservation privileges, and a fine. Contact the Department of Campus Life for additional information.
11. The Sponsoring Unit agrees to waive liability for all equipment malfunctions pertaining to inappropriate use or usage not in accordance with normal functionality.
12. 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.
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 three (3) business days prior to the scheduled date. All cancellations must be made in person or via a telephone conversation between the sponsoring unit and an Event Registration staff member (non-student). Email 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 three (3) days prior to the scheduled date. In instances where a fee has been paid, refund restrictions will apply.

4. 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. To receive a **50% refund**, the reservation must be cancelled a minimum of four (4) business days prior to the scheduled date. The sponsoring unit will receive **no refunds** for cancellations received within three (3) business days of the scheduled date. In addition, the sponsoring unit will not receive a refund in instances where the Student Activities Center had to end an event/meeting due to administrative discretion (i.e., altercation, liability, etc.).

