

HONORS HOUSE Facility Usage Guidelines

Events and activities in the Honors House must conform to the policies outlined in the Office of Event Service's Guidelines for Facility Use.

Additional guidelines specific to the use of Honors House include:

- Preference is given to Honors sanctioned events regarding space reservations and requests for specific areas of the house;
- Access to the attic, roof, and upstairs offices are strictly forbidden;
- Alcohol and illegal drugs are prohibited as stated in the official VSU policy or facility use;
- Access to the house is prohibited between the hours of 11pm to 6am.

Individual Honors students may request access to the Honors House outside of normal business hours for study groups and sanctioned Honors activities. Individual students requesting access must contact the Honors staff via email to inform us that they will be in the facility unsupervised. Individual students assume personal liability and are also responsible for any violation of the Honors and VSU facilities usage policy.

As a note the primary concern is for the safety of all students therefore, good judgment is expected.

Failure to comply with any of the stated guidelines will result in the following penalties:

- *First Offense* – Loss of reservation and access privileges.
- *Second Offense* – Expulsion from the Honors College.

GENERAL GUIDELINES FOR FACILITIES

Event Services is responsible for coordinating the use of all university facilities, except the Student Union. All requests for the use of university facilities must be submitted via the event request form (R25) at www.valdosta.edu/eventservices, except department requests for academic classes. Event Services will review requests for facility usage, and within the context of the University's mission, policies, and procedures, reserves the right to grant or deny requests.

All events are subject to the following:

- State and Federal laws
- Valdosta State University's rules, regulations, and policies
- Guidelines of the Event Services Office and Student Union Reservation Office

The person requesting the facilities and services must ensure that the event and patrons are in compliance with all applicable requirements.

Event Services maintains the right to cancel, without advance notice, any event not in compliance with these regulations. Further, VSU reserves the right to revoke the event already in progress if there is a material omission.

Alcohol

The consumption and/or possession of alcoholic beverages on University premises in conjunction with student events are prohibited. For all other non-student events please refer to Section 10, Alcohol Policy.

Animals

Animals, other than those trained to assist the disabled, are not permitted in University facilities.

Cleaning Responsibilities

All organizations 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 the organizations arrival. The organization should remove all trash from the area. Trash includes but is not limited to: glitter, boxes, cups, food, confetti, sand, clothes, props, etc.

For outdoor spaces, user is responsible for removing all trash (including bagged trash from the requested trashcans) and disposing of it in the brown trash receptacles located around campus. If university staff removes decorations and/or provides additional cleaning, a minimum charge of \$25 will result (see Special Service Fees).

Damage and Loss

- All individuals using University 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 sponsoring organization. Intentional misuse, vandalism, defacing and/or destruction of University facilities, and/or equipment will result in proper legal action that may include replacement costs.
- Property of Valdosta State University (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility without approval.

Decorations

Confer with the Event Services staff regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.

- Decorations and displays that require flame, sand, or water may be used only when furnished by the VSU Catering Department.
- Users may not use glitter, confetti, or water filled items.
- Decorations that might pose a fire hazard will not be used.
- Extension cords will not be used to provide power unless approved by the University.
- All decorations and materials must be removed by the sponsoring organization immediately following the event. Failure to do so will result in the items being discarded and/or cleaning fee.

The client will be billed for any damage to surfaces and/or any excessive cleaning requirements (see Special Service Fees).

Donations/Collections

If you are hosting an event on campus, where you will be collecting any money, donations, etc, you will need to fill out and submit a Fundraising Request at least 2 weeks in advance of your event in addition to putting in an event request through the R25 scheduling system. No Fundraising Request forms will be accepted if they are not submitted 2 weeks in advance and event contracts will not be approved without fundraiser approval. Approved fundraiser paperwork does not constitute a confirmed contract. This form will only be accepted via CampusConnect. If you have questions concerning Fundraisers, please contact Alisha Stabler in the Student Life office.

Drugs

Use or possession of any illegal drug is strictly prohibited.

Gambling

Gambling, in any form, is not permitted in University facilities.

Roller blades, Skateboards, and Bicycles

Roller blades, skateboards, bicycles, and similar devices are not to be operated in the buildings, or outdoor public walkways and parking lots on University property.

Smoking

The use of all tobacco products is prohibited in University facilities, including all offices, leased spaces, doorways, meeting rooms, restrooms, dining areas, and loading docks.

Equipment Usage

Equipment (audio-visual, tables, chairs, easels, super cooker, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from University property.

Evacuation Procedures

Fire alarms and all other emergency related equipment are provided for the protection of the public and users of University facilities. In the case of an evacuation, individuals are to comply with the Director of University Police and Environmental Safety at all times. Facility users will be notified of an emergency or threat to safety by an alarm, VSU University Police or Fire Department. If alarm sounds, all persons are to remain outside the building until they are instructed to return by the building staff or VSU University Police. Use the stairs, not the elevator, in evacuation situations.

Safety/ Security

For safety, security, and convenience, VSU University Police and/or the Building Managers (University Center- North only) conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress. VSU University Police or the Building Manager should be notified in the event of an emergency and/or

made aware of emergency situations that arise. All persons using Valdosta State University facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave. All groups should become familiar with emergency exits and safety policies when planning an event.

Security for Campus Events

The University has adopted a set of procedural guidelines for organizations to follow when planning events for large groups, late night events, or those posing a security concern. The user is responsible for contacting VSU University Police to discuss details and determine if security is required and the amount of personnel on site for the event. Additional charges may apply (see Special Service Fees).

Pre-Event Storage Availability

Users who need to have materials and equipment delivered prior to an event must check with the Event Services Supervisor to ensure that their reserved space will be available at the time of the materials' arrival. The University assumes no responsibility for damage to or loss of equipment or materials left in the building or on display. Any items left at an event space will be discarded following an event. No exceptions.

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 a trash receptacle. Easels, display boards, or other items are not to be stored in hallways and stairwells.

Lounges, Meeting Rooms and Other Common Areas

Lounges, meeting rooms, and other common areas are intended for use by the University 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.

Student Staff Support for Events

- Event Services may require additional student staff for the execution of large events, to be determined prior to the event.
- All costs related to this special support are the responsibility of the client.
- Rate of pay will be determined by the Event Services staff (see Special Service Fees).

More specialized guidelines for each separate facility can be found under Facilities.

Major University Events

Major events may include commencement activities, admissions events, orientation sessions, and conferences. University Departments may request reservations for major campus events up to two years in advance. Each request will be considered on a case-by-case basis.