

Valdosta State University  
Event Services

Policies & Procedures



Updated Spring 2012

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## EVENT SERVICES

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### Mission

The primary mission of Valdosta State University's Office of Event Services is to provide quality facilities and services to meet the needs of the diverse population of the campus community. Our secondary mission is to accommodate non-university organizations that provide educational programs or public service events in a manner consistent with the educational goals and mission of the University.

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### General Information

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8-3 F

Phone Numbers:  
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(229) 259-2515 Fax  
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Location:  
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Room # 3153 (Entrance #2)  
1500 North Patterson Street  
Valdosta, GA 31698

### Website

[www.valdosta.edu/eventservices](http://www.valdosta.edu/eventservices)

## I. TYPES OF USERS

Users will be charged fees for facility use according to the three (3) categories outlined below:

### University Groups

For registered student organizations, university departments, and charity fundraisers, events will have no charges assessed unless they are deemed a major event. If considered a major event, service fees will apply. Event Services reserves the right to determine the definition of a major event. Please refer to “Reservation Policies” on Major Events.

A University User is defined as:

- VSU schools, colleges, and departments conducting official University activities.
- VSU Student Organizations officially registered through the Student Life Office or those groups pending registration who have been authorized (See Student Handbook, [www.valdosta.edu/studentaffairs](http://www.valdosta.edu/studentaffairs)).
- Official VSU Organizations, University sanctioned centers, programs, grants, and projects conducting official University Activities.
- Registered student organizations conducting charitable fundraisers.

### Affiliated Groups

Groups with an official association with the University will receive reduced user fees.

Affiliated groups are defined as follows:

- Student organizations and university departments can co-host events with an educational purpose with other organizations. The VSU student organization or department must serve as the contact and meeting coordinator for the event.
- University functions where participant fees are assessed such as admission fees, donations, registration fees, fundraising benefits, etc.
- Educational institutions
- Community partners, defined as groups that are consistent with the Board of Regents Policy of advancing community service.

### Non-Affiliated Groups

For off-campus groups wanting to use VSU facilities for seminars, meetings, or banquets for educational purposes, full rental fees apply. Non-affiliated groups are defined as the following:

- Businesses
- Profit Organizations
- Non-University Agencies

\*Personal and social events are not permitted. These include but are not limited to wedding, reunions, graduation parties, and birthday parties.

## 2. GENERAL GUIDELINES FOR FACILITIES

Event Services is responsible for coordinating the use of all university facilities. All requests for the use of university facilities must be submitted to Event Services, except department requests for academic classes. Event Services will review applications 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, and
- Guidelines of the Event Services 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 events organized through the Event Services Office is prohibited.

### *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 room to its original condition before departing.

The space should be free and clear of all trash and debris, and all decorative materials removed. If the custodial 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.

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. No Fundraising Request forms will be accepted if they are not submitted 2 weeks in advance. This form will only be accepted via Campus Connect. 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.

### *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*

In the case of an evacuation, individuals are to comply with the Director of University Police at all times. Facility users will be notified of an emergency or threat to safety by an alarm, the building staff, or VSU University Police. If necessary, the facility will be evacuated in a calm and orderly fashion. In case of evacuation, 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.

### *Event Security*

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. Event Services will coordinate a meeting between the user and VSU University Police to discuss details and determine if security is required and the amount of personnel on site for the event (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 staff 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.

### *Fire Alarms/Drills*

- Fire alarms and all other emergency related equipment are provided for the protection of the public and users of University facilities.

### *Gambling*

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

### *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.

### *Medical Emergency*

VSU University Police is to be contacted immediately at (229/259-5555) in the event an accident or emergency arises.

### *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.

Tampering or misuse of this equipment is strictly prohibited and punishable by Georgia law.

### *Safety/ Security*

- For safety, security, and convenience, VSU University Police and/or the Building Managers 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 may be required for certain events held on campus (see Special Service Fees).

### *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.

### *Student Staff Support for Events*

- Event Services may require additional student staff for 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](#).

## 3. RESERVATION PROCEDURES

The reservation staff will assign rooms according to the most appropriate use of the facility as the event is described on the event request form at. The demands on the facility as well as the nature and the size of the event will be considered in determining space assignments. The Event Services staff will ask that a room preference be indicated in an effort to serve the event needs.

The Event Services staff will work diligently to meet each space request, however; **submitting the event request form does not guarantee a specified preference or even a reserved space.**

Different types of users should reserve VSU facilities utilizing the reservation procedures outlined below:

### Registered Student Organizations (as defined in the VSU Student Handbook)

1. Each organization will be allowed (2) Event Coordinators to make reservations. No other member is allowed to make requests through the Event Services office. If you would like to update the two Event Coordinators that are able to make requests with Event Services or the Student Union, you will need to fill out an Event Coordinator Authorization Form and submit on Campus Connect.

2. Each event coordinator for the organization is required to complete the mandatory Blazeview Event Coordinator Training. Once training has been completed, the Event Coordinator will then have access to the Online Event Request Form.
3. All event requests will be taken on-line at least two weeks in advance through R25, the online reservation request system and calendar. Please note that no paper or phone requests will be accepted. **Any walk-ins will be directed to a computer lab to complete the online event request form.**
4. After submitting the online form, an Event Request Summary will be emailed to the event coordinator verifying receipt of the request.
5. When your event is confirmed, Event Services will email the Event Coordinator and Advisor an event contract to review and print. Please contact the appropriate Event Services representative if any revisions need to be made.

### University Departments & Organizations

1. Faculty and staff wishing to make event reservations will complete an Event Planning Workshop/Webviewer Registration via class or online to receive log in information.
2. All event requests will be taken on-line through R25, the online reservation request system and calendar.
3. Please note than no paper or phone requests will be accepted. **Any walk-ins will be directed to a computer lab to complete the online event request form.**
4. After submitting the online form, an Event Request Summary will be emailed to the event coordinator verifying receipt of request.
5. When the event is confirmed, Event Services will email the Event Coordinator an event contract to review and print. Please contact the appropriate Event Services representative if any revisions need to be made.

### Non-Affiliated Organizations

1. Applicants must call the Event Services office at (229/333-5998) to request an event.
2. Applicants must submit an event request to Event Services four (4) weeks in advance of the event. For all conferences, workshops, camps, or major events, requests must be submitted at least ninety (90) days in advance.
3. The Event Services staff will review the request for available space and conformity to University policy.
4. Upon approval of the request, applicants must sign the appropriate rental agreement and return it to Event Services within two weeks. This agreement will include facility rental charges resulting from the equipment/ personnel required for the event. A member of the Event Services staff will contact the applicant if the reservation request is denied for any reason.
5. In order to cancel the event, applicants must give five (5) business day notice or deposit will be forfeited.
6. The organization will be held financially responsible for any damages that occur during the event.
7. Event Services holds the right to cancel any reservation thirty (30) days prior to the event in order to meet the needs of the University.
8. Failure to comply with Event Services and/ or University policies may result in the cancellation of further reservations.

### *Student Organization Emergency Requests*

- Meeting requests made less than two (2) weeks in advance will be considered an emergency meeting.
- Registered student organizations are allowed two (2) *emergency requests per Semester*.
- Emergency requests will not be accepted with less than 24 hours notice, during regular business hours.
- Emergency weekend requests will not be accepted after 5 pm on Thursdays.
- All Emergency Requests must be requested by the organizations authorized event coordinator by coming into the Event Services Office and filling out an emergency request form. Event Services will then contact the organizations Faculty advisor via telephone requesting that an email is sent to our office approving the emergency request.
- After the faculty advisor approves the emergency request, the organizations event coordinator is responsible for requesting the event online via the R25 scheduling program.
- Major events (see page 24), fundraisers, and social events will not be considered emergency requests.
- Set ups, A/V equipment, and personnel may not be available for emergency meetings.
- Event Services reserves the right to deny an emergency request if there is inadequate time for the Event Services staff to process the request and notify necessary departments.

### *General Public Forum Venue*

Valdosta State University embraces the value of free speech and provides numerous opportunities for free speech. Examples of free speech opportunities include, but are not limited to uncensored: plays, lectures, entertainment, classroom discussions, concerts, art exhibitions and student sponsored programs and activities, which take place at various venues including classrooms, auditoria, and the campus green. Individuals may wish to engage in public discussion or debate outside of these activities.

Valdosta State University provides a public forum venue for this purpose. Valdosta State University reserves the right to regulate the time, manner and place of public activities on its campus in accordance with the law. The primary Public Forum Venue is the stage on the Palms Quadrangle on main campus, which is located next to the primary student dining facility and several student residence halls. Valdosta State may designate an alternative area(s) to accommodate large crowds or other special needs.

To avoid conflicts in scheduling, reservation requests for the Public Forum Venue are made through the Dean of Students Office, in consultation with the Event Services Office. A two day notice is required for requesting this space. Areas will be assigned on a first come first serve basis.

#### Provisions for use of the area:

- There shall be no interference with the free flow of traffic nor the ingress and egress to buildings on campus.
- There shall be no interruption of the orderly conduct of University classes or other University activities.
- No commercial solicitations, campus sales, or fundraising activities shall be undertaken that are not sponsored by authorized students or the University
- The person who makes the reservation shall be responsible for seeing that the area is left clean and in good order.
- (This policy is located on page 70 of the Student Handbook's Code of Conduct and was revised Fall 2008.
- [http://www.valdosta.edu/studentaffairs/documents/SAF\\_Student\\_Handbook\\_o8\\_FINAL.pdf](http://www.valdosta.edu/studentaffairs/documents/SAF_Student_Handbook_o8_FINAL.pdf) )

## 4. RESERVATION POLICIES

### *Confirmations*

- Space assignments are confirmed on first come first served basis. The reservation staff attempts to honor customer preferences but *reserves the right to make judgments regarding the most appropriate space for an event.*
- Event contracts are only sent to the identified event contact person.
- Reservations are not confirmed until Event Services issues an event contract.
- Review the event contract; it provides detailed information about the reservation.
- Do not assume that the requests have been confirmed, especially requests for multiple dates.
- Please retain a copy of the event contract.
- No events should be announced until Event Services has provided an event contract.

### *Denials*

- The reservation staff reserves the right to deny space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university's mission, policies, or regulations (state or federal laws).

### *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.

### *Concerts*

- Registered student organizations are not permitted to make contractual agreements with outside vendors for the use of university facilities.
- Registered student organizations are not permitted to use the name of Valdosta State University in flyers, posters, or program advertisements unless approved in writing by Valdosta State University.
- Registered student organizations must contact the Office of Student Life (one hundred twenty) 120 days in advance of the proposed event to request the use of university facilities. With this request, the organization must provide a copy or example of the contract and performance rider.
- The registered student organization must document in advance how funds will be generated to pay for said event, providing a detailed financial statement showing all revenues and expenditures
- Once a request has been made by a registered student organization, the Director of Student Life will present the request to the sub-committee of the facilities use.

### *Outdoor Facilities*

- Outdoor events must be sponsored by a registered student organization or university department/organization.
- Users cannot hang items, signage, banners, etc. on building surfaces without prior approval from Event Services.
- Users cannot hang any items, signage, or banners from light posts, trees, and/or other landscape/vegetation without prior approval from Student Life.
- VSU University Police will monitor sound levels and inform users when sound levels must be lowered.
- Sound may not begin before 9 am and not continue past 7 pm.
- Users or their guests may not block any access ways, pathways, handicap ramps, doors, or other areas.
- Outdoor events involving radio stations, bands, DJs or other sound amplification must be identified at the time of the reservation request with Event Services.
- Profanity at outdoor events will not be tolerated.

- Vendors are not allowed at outdoor events without prior approval from Auxiliary Services.
- The super cooker grill must be requested from Event Services at the time of the reservation request so delivery arrangements can be coordinated with Event Setups.
- All tables and chairs for outdoor facilities must be requested from Event Services at the time of the reservation and are delivered/setup by Event Setups.
- Vehicles are not allowed on grass/concrete without prior approval from Event Services.
- Front Lawn events with amplified sound are only allowed only Friday and Saturdays and must be approved by the Director of Event Services.

## 5. EVENT SET UP POLICIES

- A request for equipment must be placed 7 days before the event. No additional equipment will be given. Your event contract will reflect the number of equipment that is placed at event.
- Equipment (tables, chairs, 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.
- Event Setups staff reserves the right to deny equipment usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservation requests may also be denied if the organization or event is in direct conflict with the university's mission, policies, or regulations (state or federal laws).
- If you want equipment past the time written on your contract there is a charge. \$50 dollar charge for less than 50 pieces of reserved equipment. \$100 dollars for over 50 pieces
- Also in conjunction with event services policies Damage Charges:
  - \$100-Broken Tables
  - \$25-Damaged Tables
  - \$20-Broken Chairs
  - \$15-Damaged Chairs

\*Damage includes dents, unremovable stains, and any other alteration done to equipment\*

### *Policy Violation*

If a group fails to abide by all of the Event Services policies, they will obtain a policy violation. The violation will need to be signed by the requestor, President of the Organization, and the Advisor and be brought back by the deadline given. Failure to return the signed policy violation will result in the cancellation of all requests.

If a group collects two policy violations within a semester, the group will lose reserving privileges in the University Center, Student Union, and Campus Spaces. For one semester, the group will no longer be allowed to request any spaces and all events scheduled will be cancelled.

### *Transferring Reservations*

Reservations are non-transferable. The Event Services staff will reassign any reservation space that is cancelled.

### *Academic Classes*

Academic classes are not allowed to reserve or hold class sessions in the University Union and University Center-North facilities. The University Union and the University Center- North facilities are funded from a portion of the Student Activity Fee, which is meant to support programs, activities, and services for Valdosta State University students.

### *Appeals*

The first priority for the use of University facilities will be given to student, academic, or administrative functions at the University. In the event an application for facility use is denied, the applicant may appeal this decision accordingly:

1. Submit a written request for reconsideration within five (5) days of the denial the Office of Event Services.
2. The University's Facilities Use Committee shall convene within ten (10) days of receipt of request for reconsideration and provide a written decision to the applicant.
3. If applicant disagrees with the decision of the Facilities Use Committee, within five (5) days of receipt of the same, the applicant shall submit a written appeal to the Vice President of Student Affairs.
4. The Vice President of Student Affairs shall provide a written decision to the applicant within five (5) days of receipt of appeal.
5. If the applicant disagrees with the decision of the Vice President of Student Affairs, within (5) five days of receipt of the same, the applicant shall submit a written appeal to the Office of the President.
6. The President shall issue a decision within ten (10) days of receipt of the applicant's appeal.

## 6. REVISION/CANCELLATION POLICIES

### *Revisions*

If a revision to an event is required please contact the Event Services Reservation Staff via email or in person.

- If a revision is submitted via email please include the event's reference number, which is located at the top left of the contract, and the Event Scheduler's name, which is located right below the signature line on the last page of the Event Contract. Please include detailed revisions that are being requested.
- If a revision is submitted in person, a revision/cancellation form will be completed detailing the revisions requested.
- Revisions to an event can only be requested by the Event Coordinator who originally requested the event.

### *Administrative Cancellations/Changes*

In rare instances, confirmed reservations may be changed or cancelled if they are found to conflict with another function. These instances will be extremely infrequent, and the Event Services Reservation Staff will work with the organization or department to provide alternative accommodations.

### *Cancellations*

- If it is necessary to cancel a reservation, the requesting party must notify the Event Services Reservation Staff at least 2 (two) business days prior to the reservation. Any student organization or university department that fails to honor a reservation without canceling 2 (two) business days in advance may have future use of the facilities restricted and fees imposed.
  - Cancellations can be submitted via email or in person.
  - If a cancellation is submitted via email please include the event's reference number, which is located at the top left of the contract, and the Event Scheduler's name, which is located right below the signature line on the last page of the Event Contract.
- If a cancellation is submitted in person, a revision/cancellation form will be completed to request cancellation of the event.
- Cancellations of an event can only be requested by the Event Coordinator who originally requested the event.
- Clients who fail to cancel an event will be categorized as "no shows" (see No Show Violation policy below).

### *No Show Violations*

- Any organization, department, or individual that fails to notify the Event Services Reservation Office in person, by phone call, or email of a cancellation prior to the event will be considered a "no show."
- Users will be charged a no show fee and set up fees based on contracted furnishings and equipment.
- Written notification of the "no show" will be sent to the individual listed on the reservation with a copy sent to the advisor or administrative director. A third "no show" will result in the suspension of reservation privileges for the remainder of the semester.
- Failure to cancel an event in Powell Hall, Pound Hall, Continuing Education

- Auditorium, Science Auditorium #1011, or the Old Gym will result in a \$50 fee.
- Failure to cancel an event in the Magnolia Room will result in a \$150 fee to cover associated preparation costs and to offset lost revenue as a result of the cancellation. Frequent violators will lose their reservation privileges. Affiliated/Unaffiliated Events that are not cancelled within 2 (two) business days in advance will be responsible for the total rental rate only, not the use of tables and chairs.

### *Inclement Weather Cancellations*

Events that require outdoor scheduling due to preference or size should reserve an alternative indoor location in the event of inclement weather. Reservation requests for rain locations will not be processed the day of the event.

## 7. AUDIO VISUAL EQUIPMENT POLICIES

Valdosta State University provides a wide variety of state of the art audio visual equipment for meetings and events held on the campus. This equipment is available at no charge for university users. Affiliated and non-affiliated users are subject to paying equipment charges (see Audio Visual Fees).

Equipment for indoor facilities must be ordered through Event Services. Technology Support will be supplied by the Office of Information Technology. Media Services may be contacted for these needs as well if Information Technology is unable to provide the equipment. Media Services can be contacted at (229/333-5863). A complete inventory listing can be obtained on the Media Services website at <http://books.valdosta.edu/media/equipment.html>.

Please reserve audio visual and other equipment at least 10 working days in advance. Event Services and/or Information Technology are not responsible for inadequate set-ups resulting from last minute additions of equipment. Last minute additions may result in delayed start times for events. To properly assure that your event occurs on time, please let us know about the equipment you will need when you make your reservation request.

If providing a laptop in conjunction with an LCD projector, please contact Event Services one week in advance to schedule a test of equipment. If using an LCD projector, we ask that you test the equipment thirty (30) minutes before your event begins. Contact the staff as soon as possible so we can change your reservation time to thirty minutes earlier. We will need the following information when an organization requests an LCD projector:

- (a). The type of computer you will be using (PC or MAC and is it a VSU computer or personal computer).
- (b). The type of presentation you will be using (PowerPoint, Web Access or any others).
- (c.). Is sound needed for the presentation?

### *Telephone Lines*

- Telephone lines are only active in specific facilities. If an active telephone line is needed for your meeting or event, please check with Event Services for available locations.

### *Audio Visual and Other Equipment*

- The use of amplification/audiovisual in any facility from an outside source requires advance approval from the Event Services staff. The use of audiovisual equipment cannot interfere with any event, public ears, office, library, classroom or other University function.
- Requests for reduction in volume by University Police or the Event Services Staff must be complied with immediately.
- The reserving organization is responsible for the equipment during the entire time of the reservation.
- In instances when events conclude early, clients should make every effort to assure rented equipment is secure. Contact the HELP desk (or the Building
- Manager at designated location when a program has ended early so equipment can be retrieved and safely stored. If the equipment is lost, destroyed, stolen, removed from its original location, broken, or displays damage beyond normal wear and tear, the organization will be charged a replacement fee.

- All equipment, including tables and chairs, is for use in the designated facility and may not be removed from the site.

## 8. PARKING & TRANSPORTATION

### *VISITOR PARKING/SPECIAL EVENT PARKING*

All students, employees, and visitors who park a motor vehicle on campus must have a parking permit at all times. These permits can be obtained at the Parking & Transportation Department at 114 Georgia Avenue.

Special Event Parking that attracts off campus visitors (non students/non employees of VSU), should be coordinated two weeks in advance with the Parking & Transportation Department (*request should be made via e-mail to the Director or Assistant Director*). Students and employees of VSU must always display a valid parking permit and park in their designated areas, even while attending special events on campus.

<http://services.valdosta.edu/parking/openpark.aspx>

Office Hours:

Monday – Thursday, 8:00am – 5:30pm

Fridays, 8:00am – 3:00pm

Sustella Deck 1st Level  
1500 N. Patterson Street  
Valdosta, GA 31698

<http://services.valdosta.edu/parking>

## 9. CAMPUS SIGN POLICY

### *Information Tables*

Information table spaces on campus are for the exclusive use of registered Student Organizations and University Departments.

- Information Tables are available for indoor and outdoor use.
- One table and two chairs may be reserved by completing a request form available in the Event Services Office.
- The University cannot provide storage for any materials utilized at the tables.

### *Campus Sign Policy*

- Valdosta State University student organizations registered with the Student Life Office and departments may request to have literature (signs, flyers, or information notices) posted in VSU facilities and on campus.
- Businesses and organizations not associated with Valdosta State University will not be permitted to utilize the campus for free advertisement.
- All literature should be neatly hand-written, typed, printed or copied and no larger than 8 ½ x 11 inches.
- The name of the sponsoring organization must appear on all literature.
- Any posted literature stolen or damaged will not be the responsibility of Valdosta State University.
- All signs must abide by the Student Code of Ethics in the VSU Student Handbook ([www.valdosta.edu/studentaffairs](http://www.valdosta.edu/studentaffairs)).
- It is the responsibility of the organization to remove all signage after the event.

### *Sidewalk Chalk*

- Sidewalk chalk can only be used on campus walkways.

### *Advertising Boards*

- The University Union marquee may be used if space is available by contacting the Student Life Office, 2<sup>nd</sup> floor of the University Union, (229/333-5674).
- The two electronic boards located at Billy Grant Field and at the PE Complex are property of the Athletic

Department. To request use of these boards contact the Athletic Office at (229/333-5890).

### *Flyers, Posters, Signs*

- Literature posted in University facilities which are not approved by each building will be removed immediately.
- Any literature placed on walls, windows, or doors is prohibited.
- Literature will be reviewed and approved for compliance with university regulations. The number of items posted will depend on the space available as decided upon by the office. Literature will not be returned to the organization following the event.
- All literature must be no larger than 8 ½ x 11 and will be tacked or stapled to bulletin boards by each designated office.
- The designated areas are as follows:
  - Pine Hall – Information Technology
  - Continuing Education – Office of Public Services
  - Education Center-Dean’s Office, College of Education
  - Fine Arts-Dean’s Office, College of the Arts
  - Library-Reference Desk
  - Martin Hall-Dean’s Office, College of Nursing
  - Student Union-Office of the Vice President for Student Affairs
  - PE Complex-Office of Athletics
  - Pound Hall-Dean’s Office, College of Business
  - Powell Hall-Office of Testing
  - Residence Halls-Office of Housing/Residence Life, Hopper Hall
  - Science Building-Biology Department
  - Thaxton Hall-Dean’s Office, College of Business
  - University Center-Office of Event Services, University Center-North
  - West Hall-Office of the Vice President for Academic Affairs
  - All other buildings that house offices-Office of the Director

### *Non-Affiliated Postings*

- Non-Affiliated organizations may not post items on the University bulletin boards. Persons or organizations that post items improperly may be charged for any damage to University property. The University is not responsible for maintaining or returning any items that were improperly posted and removed.

### *Table Tents and Flyers*

Table tents, flyers, and other literature may not be placed on tables in the University Center Food Court, Education Center, OASIS, Palms Dining Center or The Loop without prior approval from Dining Services at (229/333-5853).

### *Banners/Sheets*

See the following link for more information:

<http://www.valdosta.edu/stulife/documents/CAMPUSSHEETSIGNForm.pdf>

## 10. VSU ALCOHOL POLICY

Valdosta State University is committed to the welfare of its students, staff, faculty, and the surrounding community. When individuals misuse alcohol, academic performance, health, personal relationships and safety are compromised. The applicability of this policy is limited to on-campus events and/or public venue events.

This policy applies to:

- Any event held on campus.
- Any event, on or off campus, which is sponsored by any unit of Valdosta State University or its affiliated organizations.
- Any event, on or off campus, where alcoholic beverages are served or provided by officials, employees, or agents of Valdosta State University acting in their official capacities.

A “Request to Serve Alcohol” form must be submitted to the Director of Event Services at least TWO-WEEKS prior to the scheduled event. The Director of Event Services will notify the requestor when all appropriate approvals have been received. Each event must have a designated Event Coordinator who must be at least 21 years of age. The Event Coordinator must be present for the entire event.

The President of Valdosta State University must approve all alcohol service.

Valdosta State University student organizations are not allowed to sponsor any event where alcohol will be served.

Any agent providing alcohol at any of the events described above must be in possession of an appropriate license to do so. The University’s food service provider will be the sole server of alcohol for all on-campus events.

Alcoholic beverages must not be provided or served to anyone under the legal drinking age. It will be the licensed agent responsible for serving alcohol to check identification before alcohol is served. The agent responsible for serving alcohol must not serve anyone who appears to be intoxicated.

A wide selection and quantity of non-alcoholic beverages should always be available so that guests are not “forced” to drink alcohol. Food should always be available in appropriate quantities at events where alcohol is served.

Under no circumstance will alcoholic beverages be self-served. Wait staff will always ask guests before refilling drinks.

Alcoholic beverage service must end at least one hour prior to the end of an event and alcohol may not be served for more than three hours.

Alcoholic beverages will not be allowed outside the predetermined boundaries for the event. All alcoholic beverages must be consumed or disposed of before a guest may leave the event. At the event’s conclusion any unopened containers that are the property of the sponsoring organization may be taken by the Event Coordinator.

A certified police officer must be in attendance at any event with more than 50 guests and at any event where alcohol will be served for more than two hours. It will be the sponsoring organization’s responsibility to secure the services of a certified police officer.

Any organization that violates any provision of this policy will lose all future alcohol privileges and will be subject to further disciplinary sanction.

Forms may be found on the Event Services website: [www.valdosta.edu/eventservices](http://www.valdosta.edu/eventservices)

## II. FEES

FACILITY RENTAL FEES  
FOR  
AFFILIATED AND NON-AFFILIATED GROUPS

	University	Affiliated		Non-Affiliated	
		Half Day	Full Day	Half Day	Full Day
Classrooms	∅	\$20.00	\$40.00	\$40.00	\$75.00
Ashley Rotunda	∅	\$50.00	\$100.00	\$100.00	\$200.00
<b>Fine Arts Building</b>					
Lab Theatre	∅	\$50.00	\$100.00	\$100.00	\$200.00
Sawyer Theatre	∅	\$75.00	\$150.00	\$150.00	\$300.00
Whitehead Auditorium	∅	\$150.00	\$300.00	\$300.00	\$600.00
<b>Athletic Buildings</b>	∅				
PE Complex Arena	∅	\$500.00	\$1000.00	\$1000.00	\$2000.00
<b>University Center</b>					
Cypress Room	∅	\$75.00	\$150.00	\$150.00	\$300.00
Dogwood Room	∅	\$20.00	\$40.00	\$40.00	\$75.00
Executive Dining Room	∅	\$65.00	\$125.00	\$125.00	\$300.00
Live Oak Conference Room	∅	\$20.00	\$40.00	\$40.00	\$75.00
Magnolia Room (1/2)	∅	\$75.00	\$150.00	\$150.00	\$300.00
Magnolia Room (1&2)	∅	\$150.00	\$300.00	\$300.00	\$600.00
Rose Room	∅	\$50.00	\$100.00	\$100.00	\$200.00
Theatre	∅	\$40.00	\$75.00	\$75.00	\$150.00
Willow Conference Room	∅	\$15.00	\$25.00	\$25.00	\$50.00
<b>Outdoor Facilities</b>					
North Campus Field	∅	\$25.00	\$50.00	\$50.00	\$100.00
Reames Field	∅	\$25.00	\$50.00	\$50.00	\$100.00
Tennis Court	∅	\$25.00	\$50.00	\$50.00	\$100.00
<b>Auditoriums</b>					
BSC #1011	∅	\$125.00	\$250.00	\$250.00	\$500.00
Odum Library	∅	\$50.00	\$100.00	\$100.00	\$200.00
Continuing Ed	∅	\$75.00	\$150.00	\$150.00	\$300.00
Pound Hall	∅	\$100.00	\$200.00	\$200.00	\$400.00
Powell Hall	∅	\$100.00	\$200.00	\$200.00	\$400.00

## Student Rec Center

\*Note: 1/2 day = four (4) hours or less.

Rental fee does not include personnel, furnishings or equipment.

For multi day conferences with the same room set up, the user will be charged a onetime set up fee and will not be charged by day.

FURNISHING FEES  
FOR  
AFFILIATED AND NON-AFFILIATED GROUPS

Rental	Price
Chairs	.50
*Table	\$10.00
*Table w/ tablecloth	\$15.00
Partial Stage	\$50.00
Full Stage	\$100.00
Dance Floor	\$100.00
Piano	\$50.00
Cover Arena	\$150.00
Stage Backdrop	\$320.00

\* The Student Union and University Center-North will provide tables with tablecloths outside of an event room if requested for registration, display, etc. If an event requires a table inside the room for purposes other than catering food, a \$15.00 fee per table will be charged regardless of group/customer classification.

AUDIO VISUAL EQUIPMENT FEES  
FOR  
AFFILIATED AND NON-AFFILIATED GROUPS

Equipment	Price Per Day
Flip Chart	\$8.00
Hand-Held Microphone	\$25.00
Cordless Microphone	\$40.00
Lapel Microphone	\$40.00
Laptop Computer	\$50.00
Overhead Projector	\$25.00
Screen	\$5.00
Portable Screen	\$20.00
VHS Tape	\$5.00
Floor Podium	\$25.00
Tabletop Podium	\$10.00
PA System (includes 1 mike)	\$50.00
LCD Projector	\$75.00
Dry Erase Board	\$15.00
Mike Floor Stand	\$5.00
Tape Recorder	\$10.00
Mike Tabletop Stand	\$5.00
Tripod (easel)	\$5.00
TV/VCR	\$30.00
Cassette Tape	\$3.00
Power Lectern	\$40.00
Remote Presenter	\$20.00

SPECIAL SERVICE FEES FOR  
UNIVERSITY, AFFILIATED, AND NON-AFFILIATED GROUPS

All groups are subject to special service fees requiring extended hours, extra personnel expenses, or no show/late fees.

Fee Type	Price
Late Closing Fee/Hour	\$35.00
Early Opening Fee/Hour	\$35.00
No Show Fee Meeting Rooms	\$25.00
No Show Fee Auditoriums	\$100.00
No Show Fee Magnolia Room	\$200.00
No Show Fee Cypress Room	\$100.00
No Show Fee for Rentals	100% fee
Late Cancellation Fee (Minimum)	\$25.00
Cleanup Fee (Minimum)	\$25.00
Deposit	\$50.00
Security Fee/Hour	\$25.00
Custodial Fee/Hour	\$20.00
Maintenance Fee/Hour	\$20.00
Setup Fee/Hour	\$20.00
UC Setup Fee/Hour	\$15.00
Info Tech Fee/Hour	\$15.00
UC Building Manager Fee/Hour	\$10.00
Lifeguard Fee/Hour	\$10.00
PE Complex/HVAC	\$50.00/hr

Valdosta State University will determine the number of personnel needed for the event.

It is understood that Valdosta State University personnel are not responsible for service for any time period other than that stipulated by the contract and access is not provided for times other than the time period specified by the contract.

#### *Custodial Costs*

Events requiring custodial service during the event will be charged per hour per person.

Personnel will be present 1/2 hour before and 1/2 hour following event. The number of personnel required on site will be determined by the Assistant Director of Campus Services. There is a minimum of 2 (two) hours per person.

#### *Setup Cost*

Events requiring setups and moves will be charged per hour per person for a minimum of 2 (two) hours, with a 2-person minimum.

#### *UC Setup Cost*

Any event at the University Center requiring setups after hours or on weekends will be charged per hour per person for a minimum of 2 (two) hours. Any staging, equipment, or props that is not in house must be approved in advance by the Event Services Operations Manager and must be removed at the end of the event. To ensure the safety of users and to prevent damage to the facility and equipment, users are not permitted to set up their own event - NO EXCEPTIONS.

### *Security Costs*

For events expecting a large audience, the contract will also include an hourly charge for University Police officer fee. The number of personnel will be determined by University Police. There is a minimum of 4 hours per person.

### *Extended Building Hours*

- Early access requests can be made through the Event Services Office. These requests are designed to accommodate confirmed events where start and/or end times exceed posted normal operating hours for each building. Early access is determined by the actual time the user would like access to the facility.
  - For example, on Saturdays the University Center is scheduled to open at 8 am. The user's program begins at 8:15 am, but the user would like to arrive early to set up displays at 7:15 am. Even if the participants will not be here until 8:15 am, the user would be assessed an Early Access Fee because University Center Staff would need to be here early to permit the user access.
- Late Access Fees are determined by the actual time the users (and participants) have contracted to use the building.
  - For example, on Saturdays, the University Center closes at 9 pm. A user holds a social function that is scheduled to end at 10 pm, but the DJ and decorations will take until 11 pm to pack and remove. The user would be charged one hour of late access.

Early/Late Access fees are \$35.00 per hour and are billed in one-hour increments.

## 12. BILLING

### *Billing Process*

Customers are charged for use of facilities, equipment, and services according to the fee schedules in this manual and will be handled as outlined below.

### *Reservation Invoices*

- Invoices are created after the event and payment is due within 30 days.
- Invoices may be paid with check, money order, University accounts, or exact cash amounts.
- Checks should be made payable to Valdosta State University. Payments can be mailed or delivered to the following address:

Event Services Office  
University Center North  
Valdosta State University  
Valdosta, GA 31698

- All outstanding invoices after 90 days will result in a reservation hold preventing your organization from making new reservations.
- Should a student organization fail to meet the financial obligations, the organization will be referred to The Dean of Students Office for the proper processing in accordance with the Student Organization Handbook.