

Policies & Procedures  
For Facility and Event Reservation  
For Non-Classroom Instruction



Revised Fall 2018

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## I. TYPES OF USERS

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

### 1. Tier 1 (University Users)

Student Organizations – No rental fees for standard use of space with existing equipment.

- Organizations must conduct organization business, activities, University System of Georgia, University or Foundation business, meetings, and/or activities.
- Cannot act as an agent to allow an off-campus entity free access to University resources or campus community. If so, Tier 2 or Tier 3 will apply as appropriate.
- Organizations must be registered and in good standing with the Offices of Student Life and Student Conduct.
- Outside of building/operating hours and special equipment may be available but at additional costs.
- Labor charges will apply for non-standard set-ups.

Department/University Employee – No rental fee for standard use of space with existing equipment.

- Must be for University System of Georgia, University, Athletic/NCAA, or Foundation business, meetings, and/or activities.
- Cannot act as an agent to allow an off-campus entity free access to University resources or campus community. Cannot be used for personal activities. If so, Tier 2 or Tier 3 will apply as appropriate.
- Outside of building/operating hours and special equipment may be available but at additional costs.
- Labor charges will apply for non-standard set-ups.

### 2. Tier 2 (Affiliated or Non-profit Users) – Discounted rental fee for standard use of space with existing equipment.

- Any community non-profit or local state agency hosting an event for an educational purpose.
- Outside of building/operating hours and special set-ups may be available but at additional cost.
- Equipment and labor charges will apply for non-standard set-ups.
- A non-refundable deposit may be required prior to event to avoid cancellation.

### 3. Tier 3 (Unaffiliated or For-Profit Users) – Full rental fees for standard use of space with existing equipment.

- Any business, organization, or individual not described in Tier 1 or Tier 2 above.
- Personal or non-business use of institutional space for a program or event.
- Outside of building/operating hours and special set-ups may be available but at additional cost.
- Equipment and labor charges will apply for non-standard set-ups.
- A non-refundable deposit may be required prior to event to avoid cancellation.

#### Additional Guidance:

STEAM Center – No rental fees for the approved use of the STEAM Center for educational instruction or support of K-12 education. Equipment and labor charges will apply for outside equipment and non-standard set-ups.

PE Complex – The PE Complex is available for reservation by outside groups during Summer semester. Reservations for Summer semester rental of the PE Complex will be processed beginning March 1<sup>st</sup> by date received with preference first provided to University Affiliated/Non-Profit groups then to Public, For-Profit groups. Reservations should be submitted to the Office of Event Services.

Fundraisers – In any instance where the total profits from the event are to be deposited with Valdosta State University or the Valdosta State University Foundation and used for the sole purpose of student scholarships, facility rental fees will be waived. Additional charges for staffing, special setups, and equipment rental may apply and will be charged at the lowest possible rate.

## 2. GENERAL GUIDELINES FOR USE OF SPACE

### *Academic Classes*

Academic classes are generally not allowed to reserve or hold class sessions in the Student Union and University Center-North facilities. The Student 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. Academic guest lectures and other one-time events that support the academic mission may be permitted.

### *Alcohol*

The consumption and/or possession of alcoholic beverages on University premises must follow the University Alcohol Policy and approval process. An approved, original signed copy of the Request to Serve Alcohol at Events Form must be submitted to the reservations coordinator no less than 2 business days prior to the confirmed date of event to avoid cancellation.

### *Amplified Sound*

Outdoor events involving radio stations, bands, DJs or other sound amplification must be identified at the time of the reservation request. Amplification devices may not be used in areas where the use of such devices would interrupt and/or interfere with the normal operation of the university, academic classes, and University programs. Groups having amplified sound must be courteous to other group reservations in the area. Obscene or offensive language will not be tolerated if the use of amplified sound is not contained within a space where the content being amplified is only heard by consenting participants. Indoor amplified sound should not exceed seventy-five (75) decibels. Outdoor amplified sound should not exceed one-hundred (110) decibels measured at thirty (30) feet from source. Exceptions require additional approval from reservations coordinator and/or city permit. University personnel will monitor sound levels and inform clients when sound levels must be lowered. Requests for reduction in volume by University police, event staff, or departmental faculty/staff must be complied with immediately to avoid cancellation of reservation.

### *Animals*

Animals, other than registered service animals, are not permitted in University facilities.

### *Concerts*

Due to the extensive planning and financial commitment involved in holding a concert, the Office of Student Life will serve as an advisor throughout the planning and implementation of a concert. A minimum of two (2) months is required to explore the viability of a concert on campus and whether adequate facilities and resources, including personnel, are available to assist with the complex coordination of a concert. If approved, further guidance will be provided.

### *Cleaning Responsibilities*

All event organizers 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 arrival. Trash including but not limited to: glitter, boxes, cups, food, confetti, sand, clothes, props, etc. should be removed from the area to avoid being charged a clean-up fee. Custodial Services may be hired (or possible required to hire) to maintain the cleanliness of the space and replenish custodial supplies during the event. For events in the University Center, the organizer is responsible for disposing of the trash in the trash receptacles in the back of the University Center. 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.

### *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 reserving organization. Intentional misuse, vandalism, defacing and/or destruction of University facilities, and/or equipment will result in proper disciplinary and/or legal action that may include involvement of University Police, student conduct, and financial penalty.

### *Decorations*

Confer with the reservations coordinator for the area being reserved regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks. Decorations that might pose a fire hazard cannot be used.

### *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 in the designated gathering area until they are instructed to return by the building staff or VSU University Police. Use the stairs, not the elevator, in evacuation situations. All groups should become familiar with emergency exits and safety policies when planning an event.

### *General Public Forum Venue*

Valdosta State University embraces the value of free speech and provides numerous opportunities for free expression. Those interested in utilizing campus space for public demonstration should follow the Freedom of Expression Policy. Reservations of campus space for this purpose should be made to the Office of the Vice President for Student Affairs.

### *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.

### *Historic Front Lawn*

The use of the front lawn area in front of West and Nevins Halls is available only to Tier I and Tier II users.

### *Inclement Weather*

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. It is up to the client to be knowledgeable about the weather prior to the event and work with the reservations coordinator to reschedule if necessary with as much advance notice as possible. If lightning strike within 8 miles of the outdoor location the event may closed for 30 minutes after the last strike. University officials reserve the right to stop or cancel any outdoor reservation due to unsafe conditions or if the event surface or equipment will be damaged if the event was to continue. A delayed event may also not be extended beyond the original reservation time if staffing or other scheduled conflicts exist. Expenses accrued up until the event is canceled will be charged to the client.

### *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.

### *Major University Events*

Major University events such as commencement activities, admissions events, and orientation sessions may be reserved up to two years in advance. These events, regardless of date of reservation, may have higher priority than other previously scheduled events and may impact an existing approved reservation including the need to reschedule and/or cancel. Each reservation will be considered on a case-by-case basis.

### *Minors on Campus*

Any user must comply with VSU's Policy on [Programs and Activities Serving Minors](#).

### *Off Campus Food Retail Vendors or Business Sponsors*

Vendors are not allowed at events without prior approval from the reservations coordinator and Director of Auxiliary Services.

### *Outdoor Space*

Clients cannot hang any items, signage, or banners from light posts, trees, and/or other landscape vegetation without prior approval. Clients or their guests may not block any access ways, pathways, handicap ramps, doors, or other areas. Vehicles are not allowed on grass/concrete without prior approval from event coordinator. All tables and chairs for outdoor facilities must be requested at time of reservation and are delivered/set-up by event staff. If large amounts of outside equipment are needed for an event (staging, inflatables, large tents, etc.), it must be disclosed at the time of reservation request. Staging, generators, port-a-potties, etc. are the responsibility of the client, and the University will not be responsible for providing this equipment. No fireworks are permitted unless prior approval by the Office of Student Life. The use of an outdoor grill must be requested at the time of reservation. Contact Plant Operations at 229-333-5758 for questions regarding the University Foundations and sprinkler system.

### *Parking: Visitor and Special Event Parking*

All students, employees, and visitors who park a motor vehicle on campus must have a parking permit at all times. Special event parking that attracts off campus visitors (non-students/non-employees of VSU) should be coordinated at minimum two weeks in advance with the Parking & Transportation Department (<https://www.valdosta.edu/administration/finance-admin/auxiliary-services/parking/parking-dept.php>). 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.

### *PE Complex*

Due to the primary use of this facility as an academic and athletic venue during Fall and Spring semesters, the PE Complex is available beginning the Sunday one week prior to the first day of Fall classes through the Sunday following Spring semester commencement for only academic classes and University or Foundation hosted or sponsored activities or events. In addition, the PE Complex is a primary venue for volleyball and basketball athletic matches at the collegiate level and regional middle/high school competition. The only exception is for providing regional support or shelter during an emergency or natural disaster. The PE Complex is available for reservation by outside groups during Summer semester. Reservations for Summer semester rental of the PE Complex will be processed beginning March 1<sup>st</sup> by date received with preference first provided to University Affiliated/Non-Profit groups then to Public, For-Profit groups. Reservations should be submitted to the Office of Event Services.

### *Primary Use*

The use of University facilities is intended for the purpose in which they are assigned: academic classrooms for instruction; office meeting and conference room spaces for University business; student union for student events; recreation center for recreation activity; athletic facilities for athletic practice and competition; housing for residential education and programming; etc. Each area has a designated scheduler to assist with availability and the reservation process. Users are not permitted to avoid or circumvent the reservation process to utilize campus facilities outside primary use.

### *Safety/Security*

For safety and security, University Police and/or the building staff 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. University Police should be notified in the event of an emergency and/or made aware of emergency situations that arise. Persons using University facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave and the event subject to cancellation.

### *Security for Campus Events*

The University has adopted a set of procedural guidelines for organizers to follow when planning events for large groups, late night events, or those posing a security concern. The user is responsible for contacting University Police to discuss details and determine if security is required and the amount of participants on site for the event. If University Police are not able to

provide adequate security to support the event, the reservation may be rescheduled to an agreeable date or canceled by either party. Additional charges related to securing an event may apply.

### *Smoking*

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

### *Staff Support for Events*

The reservations coordinator may determine that additional staff may be required before, during, or after the reservation for special set-up or execution of large events. All costs related to this special support are the responsibility of the client. Rate of pay is determined by type of staff need (student, A/V, professional, police, etc.) and whether overtime charges are accumulated.

### *Storage: Pre/Post-Event Storage Availability*

Your reservation for space should account for set-up time and the need to access other reserveable space to store material or equipment. If you need a separate room for storage or event operations, even if it is for a different time period, it would be considered as additional space to be included in an existing or separate reservation. Users who need to have materials and equipment delivered prior to an event must check with the reservations coordinator for the area being reserved for delivery and/or shipping information. The University assumes no responsibility for damage to or loss of equipment or materials left in the building or on display. Any items abandoned at an event space will be discarded following an event.

### 3. EQUIPMENT & AUDIO VISUAL USE

#### *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. Your event contract will reflect the number of equipment that is placed at the event. For outdoor reservations, if equipment setup is not specified at time of request, Event Services will deliver reserved equipment and leave it stacked in the reserved space. It is the responsibility of the user to specify setup instructions. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from University property. Property of Valdosta State University (i.e. furniture, paintings, sculptures, displays, flags, etc.) may not be moved or removed from the facility/area without approval. No equipment is permitted for use off the University property. Outside furnishings are not permitted in any academic classrooms.

#### *Standard Set-up*

Standard Set-up typically refers to the following type depending on the space being reserved. Some conference spaces are open rooms and do not include a standard set-up thus requiring the use of each piece of equipment to include a rental charge labor for set-up.

Conference: conference table and chairs

Lecture: chairs/desk facing one wall

Meeting: chairs and table facing one wall or in “U” or square shape

Banquet: round tables with chairs

Registration Tables: one table and two chairs

#### *Audio Visual*

To properly ensure that your event occurs on time, let Event Services know the equipment you will need when you make your reservation request. 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.

Technology Support will be supplied by the Office of Information Technology for all indoor campus events excluding the Student Union and the University Center. The New Media Center, located in the Odum Library, may be contacted for these needs as well if Information Technology is unable to provide the equipment. The New Media Center can be contacted at 229-333-5863 or <https://www.valdosta.edu/academics/library/depts/media-center/services/>

If providing a laptop in conjunction with an LCD projector, please contact the reservations coordinator one week in advance to schedule a test of equipment. 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 whether it is 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?

In instances when events conclude early, clients should make every effort to ensure 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. Classroom workstations are stationary; they are not to be moved. 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.

Information Technology provides assistance for University events that are outside that require AV equipment, all other AV equipment that is needed for an outside event must contact the New Media Center. If an event requires an audio visual technician to be present through the duration of the event, the client may be charged the audio visual technician hourly rate.

#### *Telephone Lines*

Telephone lines are only active in specific facilities. If an active telephone line is needed, contact Event Services.



## 4. MARKETING AND PROMOTION

### *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 Signage*

- Valdosta State University student organizations and departments may request to have literature (signs, flyers, or information notices) posted in VSU facilities and on campus.
- 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.
- 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.
- It is the responsibility of the organization to remove all signage after 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:

Continuing Education-Office of Public Services College of Education and Health Sciences-Dean's Office Fine Arts Bldg.-Dean's Office Odum Library-Reference Desk PE Complex-Office of Athletics Pine Hall-Information Technology Powell Hall-Office of Testing Converse Hall-Graduate School	Residence Halls-Office of Housing, Hopper Hall Science Center-Biology Department Student Union-Office of Student Life Health Sciences and Business Administration Building-Dean's Office University Center-Office of Event Services West Hall-Office of the VP for Academic Affairs
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### *Sidewalk Chalk*

Sidewalk chalk can only be used on campus walkways.

### *Non-Affiliated Postings*

Businesses and organizations not associated with Valdosta State University will not be permitted to utilize the campus for free advertisement or solicitation but may purchase advertising with the Spectator student newspaper. 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, Student One Stop Shop, Palms Dining Center, or Student Union Food Court and Common Areas without prior approval from Dining Services at 229-333-5853.

### *Banners/Sheet Signs*

See the following link for more information: <https://www.valdosta.edu/student/student-life/documents/sheet-sign-form1.pdf>

## 5. REQUEST FOR USE OF SPACE

All requests for the use of university facilities must be submitted via the online event request software platform, except department requests for academic classes. The staff person for the area being requested will evaluate each request for space availability and applicable policy and procedures for use of space. The staff person reserves the right to grant or deny requests, and request for space DOES NOT guarantee use of space.

All events are subject to the following:

- State and Federal laws
- Valdosta State University and University System of Georgia rules, regulations, and policies
- Guidelines and instructions of the Event Services Office, Student Union Reservation Office or Student Recreation Center Office

The person requesting the facilities and services must ensure that the event and patrons are in compliance with all applicable requirements. The reservations coordinator for the area being requested 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.

### Event Services General Information

<u>Office Hours:</u>	<u>Phone Numbers:</u>	<u>Location:</u>
8-5:30 M-R	(229) 333-5998 Office	University Center Room # 3153 (Entrance #2)
8-3 F	(229) 259-2515 Fax	1215 North Patterson Street
	(229) 259-2510 Info Desk	Valdosta, GA 31698
Website: <a href="#">c</a>		

### Student Union General Information

<u>Office Hours:</u>	<u>Phone Numbers:</u>	<u>Location:</u>
8-5:30 M-R	(229) 333-5674 Office	Student Union Room # 3118
8-3 F	(229) 249-2647 Fax	1500 North Patterson Street
	(229) 333-7011 Info Desk	Valdosta, GA 31698
Website: <a href="http://www.valdosta.edu/student/student-life/">http://www.valdosta.edu/student/student-life/</a>		

### Campus Recreation General Information

<u>Office Hours:</u>	<u>Phone Numbers:</u>	<u>Location:</u>
8-5:30 M-R	(229) 333-5898 Office	1300 Sustella Avenue
8-3 F	(229) 259-5088 Fax	Valdosta, GA 31698
	(229) 259-4306 After Hours	
Website: <a href="http://www.valdosta.edu/student/rec-wellness/campus-recreation/">http://www.valdosta.edu/student/rec-wellness/campus-recreation/</a>		

### Housing and Residence Life General Information

<u>Office Hours:</u>	<u>Phone Numbers:</u>	<u>Location:</u>
8-5:30 M-R	(229) 333-5920 Office	Hopper Hall
8-3 F	(229) 333-7159 Fax	1500 North Patterson Street
	(229) 834-9243 After Hours	Valdosta, GA 31698
Website: <a href="https://www.valdosta.edu/housing/">https://www.valdosta.edu/housing/</a>		

### *Space Assignment*

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. The demands on the facility as well as the nature, i.e. equipment, food, music, and recreational equipment and the size and reoccurrence of the event will be considered in determining space assignments. The requestor's first and second preferred locations must be indicated on the request form in an effort to serve the event's needs. The reservations coordinator 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.

### *Repetitive Space Requests*

To prevent monopolization of space and ensure availability to as many groups as possible, repetitive use of space may be limited to two (2) per week. Repeat reservations may be re-assigned or canceled with advance notice to accommodate a one-time request that would best be assigned to the same location.

### *Requests on Behalf of Others or Transferring a Reservation*

Tier categories are established to provide reservation benefits to those within the University community. University space and resources may be available to those outside the University community as described in Tier 2 and Tier 3. University users cannot act as an agent to reserve space for other organizations or entities. In such case where it is determined the request for space best aligns with Tier 2 or Tier 3 purpose, appropriate rental charges will apply. Reservations are non-transferable and groups may not contact other groups to negotiate or bargain for space.

### *Denials and Re-Assignment*

The reservation staff reserves the right to deny or cancel space usage for a group or event if it is programmatically or operationally difficult to accommodate. Reservations may be denied or canceled if the organization or event is in direct conflict with the University's mission, policies, or regulations (state or federal laws). Reservations may be denied or canceled if the requestor previously violates policies and guidelines of use of space or fails to follow instructions of reservation coordinator or facility staff. And/or if the group has an outstanding balance or pending conduct issue related to the prior use of space. Though these incidents are infrequent reservations may be re-assigned or canceled with advance notice by the reservations coordinator should the originally assigned space no longer be available due to University related conflict or facility maintenance.

### *Confirmations and Contracts*

Space assignments are confirmed on first come first served basis. Do not assume that the requests have been confirmed, especially requests for multiple dates and it is not advised to advertise your program or event until the space is confirmed through a signed contract. 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. Review the event contract; it provides detailed information about the reservation. Reservations are not confirmed until the reservations coordinator receives a signed event contract. Signed contracts must be received at least two (2) business days prior to the date of event to avoid cancellation of the reservation.

### *Changes to Reservation Details and Contracts*

All requests for tables, chairs, audio-visual equipment, staging, and room set-up must be made at the time of the reservation. Any reasonable room set-up changes to the request must be made by noon two (2) business days prior to the event. Only the reservation requestor (or student organization president) may make changes to a space reservation. If there is a need to move or remove the equipment during an event, please include a request for assistance at the time the reservation is submitted. 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. Also include detailed revisions that are being requested.

### *Cancellations*

Cancellation by the client should be made no later than two (2) business days prior to the reservation. Any charges associated with the event up to the date of cancellation will still be assessed. Cancellations less than two (2) business days may be charged accordingly including a fine for late cancellation and/or Policy Violation for student organizations. If a cancellation is submitted via email, please include the event's reference number, which is located at the top left of the contract, the event title, event date, location, and time. If a cancellation is submitted in person, a revision/cancellation form will be completed to request cancellation of 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, or email of a cancellation two business days prior to the event will be considered a "no show." Users will be charged a no show fee and set up fee based on contracted furnishings and equipment. Failure to cancel an event in Powell Hall, Pound Hall, Continuing Education Auditorium, Bailey Science Center Auditoriums, Jennett Hall Auditoriums, PE Complex, Nevins Hall, West Hall, Odum Library Auditorium, the University Center or any outdoor spaces will result in the affiliated rental rate. Failure to cancel an event in the Magnolia Room will result in a \$200.00 fee to cover associated preparation costs and to offset lost revenue as a result of the cancellation.

## 6. BILLING

### *Terms of Payment*

Tier 1: No charge for space rental; however, 50% of invoiced charges for special set-up or use of equipment is due two (2) business days prior to event. If funds are a departmental transfer then deposit is not required. All final balances are required two (2) weeks after receiving final invoice for reservation after event unless otherwise stated.

Tier 2: 50% of space rental and charges for special set-up or use of equipment is due two (2) weeks prior to event. If funds are a departmental transfer then deposit is not required. All final balances are required two (2) weeks after receiving final invoice for reservation after event unless otherwise stated.

Tier 3: 50% of space rental and charges for special set-up or use of equipment is due at time of reservation. If funds are a departmental transfer then deposit is not required. All final balances are required two (2) weeks after receiving final invoice for reservation after event unless otherwise stated.

### *Reservation Quote and Invoices*

A reservation quote that reflects the charges associated with the details of the reservation will be provided as an initial invoice at time of reservation. The client should review carefully and make any necessary adjustments. Future changes to reservation details, equipment, etc. may incur additional charges that will be reflected in the final invoice.

### *Final Invoice*

Final Invoices are created after the event. Invoices may be paid with check, money order, University accounts, or exact cash amounts. All outstanding invoices after 30 days will result in a reservation hold preventing the client from making new reservations and any existing reservations will be canceled.

## 7. RESERVATION STEPS

1. All event requests will only be accepted online at least two (2) weeks in advance – four (4) or more weeks is preferred. To ensure client details are accurate, requests should be made through the online reservation request system. Paper or phone requests are not accepted. Walk-in guests will be directed to a computer lab to complete the online event request form.
  - a. Faculty and staff wishing to make event reservations will use their University username and password to make a request through the online event request form. If the user is denied access or is new to the University, please contact the Event Services Office for assistance.
  - b. Non-University guests should complete the online form as a guest user.
2. After submitting the online form, an Event Request Summary will be emailed to the client verifying receipt of the request. This email is not a confirmation of the space; it only verifies that your request was received. It will take 3 to 5 business days for your request to be processed.
3. When your event is confirmed, the reservations coordinator will email the client a contract for review. Please review each contract thoroughly to insure all information is correct and notify the reservations coordinator if any revisions need to be made. If any revisions need to be changed after the user has signed the contract the reservations coordinator for the reserved area to discuss options.
4. All event contracts must be signed within two (2) business days of the reservation. Your signature also confirms that you have read and agree to the Policies & Procedures for Facility and Event Reservation for Non-Classroom Instruction and you take responsibility for the area being reserved during your event.

## 8. ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS

Registered Student Organizations in good Standing with the Offices of Student Life and Student Conduct Office are eligible to reserve space on campus. Use of space is free for student organizations utilizing the space as defined in Tier 1 however charges for special set-up, staffing, and equipment rental may apply. If the use of space more resembles Tier 2 or Tier 3, applicable fees may be assessed.

### *Event Coordinator*

One (1) Event Coordinator and the organization president will be allowed to make reservations for a student organization. No other member is allowed to make requests through the event request form. The student's name associated with these positions in BlazerLink will be the names allowed to make requests. The organization's leaders can update this information in BlazerLink - for assistance visit the office of student life. An Event Coordinator cannot represent more than one organization.

### *Event Coordinator Training*

Each event coordinator for the organization is required to complete the mandatory Event Coordinator Training offered through Student Life.

### *Event Coordinator Communication*

Event Coordinator must use their Valdosta State University email account for all reservations, cancellations, and other correspondence between the reservations staff. All other email accounts will not be acknowledged or accepted. Correspondence will only be made with the one event coordinator of the organization and overrides can only be made by the president of the organization.

### *Student Organization Emergency Requests*

Request for space made by student organizations 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 48 hours' notice, during regular business hours or after 5 pm on Thursdays. All Emergency Requests must be requested by the organizations authorized event coordinator in person with the reservations coordinator by filling out an emergency meeting request form. This is only a request and does not guarantee use of space until a signed contract is complete. Major events, fundraisers, and social events will not be approved as emergency requests; Setups, A/V equipment, and personnel may not be available.

### *Event Check-In*

It is required that ALL organizations check in and out with the facility or event staff over the space that has been reserved unless otherwise instructed when signing the contract.

### *Policy Violations and Fines for Student Organizations*

All Policies & Procedures for Facility and Event Reservation for Non-Classroom Instruction apply to student organizations and its participants including the ability for reservations staff to deny, re-assign, or cancel a space reservation for failure to follow policies and event staff instruction. Organizations may accumulate Policy Violations for failure to follow policies, procedures, and staff instructions which may impact the organizations ability to reserve space, be recognized as a registered student organization, and possibly participate in student conduct process. Policy Violations can also include: misuse of A/V (not turning off projectors, disconnecting cords, etc.); failure to vacate space at confirmed time; failure to show up for the room reservation; late cancellation; failure to follow facility policies; failure to sign contract 48 hours in advance; moving or misuse of furniture or equipment from agreed upon set-up; failure to return space to its original condition; violation of amplified sound; or failure to comply with faculty/staff/University Police requests and/or complaints.

- A Policy Violation will be issued in writing and will need to be signed by the Event Coordinator, 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 and the organization will be submitted to the Student Conduct Officer.
- If a group collects three policy violations within the same semester, the group will lose the privilege to reserve space on campus for the remaining semester and the following semester. All confirmed scheduled reservations will be cancelled the organization will be submitted to the Student Conduct Officer.
- Some violations may include fines or charges. The organization will be required to pay all outstanding balances within two weeks after the event. Failure to pay will result in result in the cancellation of all requests and the organization will be submitted to Student Conduct.
- Appeals for Policy Violations are first made to the Director (or designee) of the department overseeing the reservation for use of space. Final appeal, if heard, is made to the Vice President (or designee) within the Division overseeing the reservation or use of space.

### *Student Conduct*

The outcome of Student Conduct process is in addition to the penalties, fines, and charges associated with space reservation. Student Conduct sanctions can include, but not limited to, the organization being placed on probation, prevented from any and all activity, prevented from recruiting and accepting new members, and no longer being recognized as a student organization.

### *Smart Classrooms*

Student organizations requesting use of VSU smart classroom technology must complete orientation and training for appropriate use of technology. Training will be made available to all student organizations in the proper use of Smart Classroom equipment at the beginning of each semester during scheduled times to be determined by Student Life. Organizations should not leave a projector or equipment on at the conclusion of the reservation. Organizations should not attempt to connect other equipment to the system in a manner not prescribed in the training session. Contact the Office of Student Life office at 229-333-5674 for training dates and times.

### *Technical Support:*

Technical questions and problem reports should be submitted to the VSU Solutions Center at [helpdesk@valdosta.edu](mailto:helpdesk@valdosta.edu) or 229-245-4357. A technician will be dispatched to a smart classroom, when necessary, to resolve computer, projector, connectivity, or other equipment issues. If a projector or piece of equipment requires more extensive work, IT department will contact outside service providers to effect repairs. Technical assistance is available during standard hours of operation. Standard hours of operation are: Monday-Thursday 8am - 9pm; Friday 8am- 5pm; Saturday 12pm-5pm'

## 9. RENTAL RATES AND FEES

(Rental rates are not part of policy but included for reference and subject to change. For accurate rates, contact the department.)

### Facility Rental (within facility/operating hours)

	Tier 1	Tier 2		Tier 3	
		1-4 Hours	More than 4	1-4 Hours	More than 4
Classrooms – general	\$0	\$20	\$40	\$40	\$75
Fine Arts Building					
Lab Theater	\$0	\$50	\$100	\$100	\$200
Sawyer Theater	\$0	\$75	\$150	\$150	\$300
Whitehead Auditorium	\$0	\$150	\$300	\$300	\$600
Athletics					
PE Complex	\$0	\$2000	\$4000	\$4000	\$8000
University Center					
Cypress Room	\$0	\$75	\$150	\$150	\$300
Dogwood Room	\$0	\$20	\$40	\$40	\$75
Executive Dining Room	\$0	\$65	\$125	\$125	\$300
Live Oak Conference Room	\$0	\$20	\$40	\$40	\$75
Magnolia Room (1 or 2)	\$0	\$75	\$150	\$150	\$300
Magnolia Room (1 and 2)	\$0	\$150	\$300	\$300	\$600
Rose Room	\$0	\$50	\$100	\$100	\$200
Theatre	\$0	\$40	\$75	\$75	\$150
Willow Conference Room	\$0	\$15	\$25	\$25	\$50
Student Union					
Ballrooms A, B and C	\$0	---	\$700	---	\$900
Ballroom A	\$0	---	\$200	---	\$400
Ballroom B	\$0	---	\$200	---	\$400
Ballroom C	\$0	---	\$200	---	\$400
Ballrooms A and B	\$0	---	\$400	---	\$600
Ballrooms B and C	\$0	---	\$400	---	\$600
Meeting Room 1 A and B	\$0	---	\$200	---	\$250
Meeting Room 1 A	\$0	---	\$150	---	\$200
Meeting Room 1 B	\$0	---	\$100	---	\$150
Meeting Room 2	\$0	---	\$100	---	\$150
Conference 1	\$0	---	\$100	---	\$150
Conference 2	\$0	---	\$100	---	\$150
Heritage Room	\$0	---	\$150	---	\$200
Theater	\$0	---	\$400	---	\$600
Theater Lobby	\$0	---	\$150	---	\$300
Display A	\$0	---	\$100	---	\$100
Display B	\$0	---	\$100	---	\$100
Game Room	\$0	---	\$300	---	\$400
Student Recreation Center					
Basketball Courts (per room)	\$0	\$100	\$200	\$200	\$400
Group Fitness Rooms (per room)	\$0	\$100	\$200	\$200	\$400
Racquetball Courts (per room)	\$0	\$40	\$80	\$80	\$160
Rock Wall	\$0	\$100	\$200	\$200	\$400
Pool (per lane)	\$0	\$40	\$80	\$80	\$160

Facilities Rental and Use

<http://www.valdosta.edu/policies/>



Sun Deck	\$0	\$100	\$200	\$200	\$400
Red Cross Training Center	\$0	\$50	\$100	\$100	\$200
Sand Volleyball Courts (per court)	\$0	\$40	\$80	\$80	\$160
Softball Multiuse Field	\$0	\$100	\$200	\$200	\$400
Turf Field	\$0	\$120	\$240	\$240	\$480
Table In Rec Center	\$0	\$100	\$200	\$200	\$400
Spectator/Guest Fee	\$0	\$5	\$5	\$5	\$5
Large Event Spectator Fee	\$150	\$150	\$150	\$150	\$150
Concession Fee	\$100	\$100	\$100	\$100	\$100
Outdoor Spaces					
North Campus Field	\$0	\$25	\$50	\$50	\$100
Reames Field	\$0	\$25	\$50	\$50	\$100
Tennis Courts	\$0	\$25	\$50	\$50	\$100
Auditoriums:					
BSC #1011	\$0	\$125	\$250	\$250	\$500
Odum Library	\$0	\$50	\$100	\$100	\$200
Continuing Education	\$0	\$75	\$150	\$150	\$300
Jennett Auditoriums	\$0	\$125	\$250	\$250	\$500
Pound Hall	\$0	\$100	\$200	\$200	\$400
Powell Hall	\$0	\$100	\$200	\$200	\$400
Other Fees					
No Show Fee (per reservation)	\$100 + labor costs	\$100 + rental fees	\$100 + rental fees	\$100 + rental fees	\$100 + rental fees
After Hours Building Open/Close	\$75/hour	\$150/hour	\$150/hour	\$150/hour	\$150/hour

*Equipment Rental*

	Tier 1	Tier 2	Tier 3
Chair – outdoor folding	.50	.50	.50
Chair – indoor meeting/banquet	.50	.50	.50
Table – outdoor folding	10.00	10.00	10.00
Table – indoor meeting/banquet	10.00	10.00	10.00
Table Cloth/Covering	5.00	5.00	5.00
Stage – Indoor Low Rise (4'x8' section)	\$10 per section	\$10 per section	\$10 per section
Stage – Indoor High Rise (4'x8' section)	\$15 per section	\$15 per section	\$15 per section
Stage – Indoor Heavy Duty (4'x8' section)	\$25 per section	\$25 per section	\$25 per section
Inflatable Video Screen and Projector	\$300	\$500	\$750
Other Equipment Fees			
Equipment Transport Off Campus	\$0.35 per mile		

*Labor Charges*

	Tier 1	Tier 2	Tier 3
Student Event Staff	\$8 per hour ea.	\$8 per hour ea.	\$8 per hour ea.
Student Event Team Lead/Supervisor	\$9.50 per hour ea.	\$9.50 per hour ea.	\$9.50 per hour ea.
Professional Event Staff*	\$25 per hour ea.	\$25 per hour ea.	\$25 per hour ea.
Professional Event Staff Supervisor*	\$35 per hour ea.	\$35 per hour ea.	\$35 per hour ea.
Security Fee	\$30 per hour	\$30 per hour	\$30 per hour
Custodial Fee	\$25 per hour	\$25 per hour	\$25 per hour
Maintenance Fee	\$20 per hour	\$20 per hour	\$20 per hour
Information Technology Fee	\$15 per hour	\$15 per hour	\$15 per hour
Electrician Fee	\$40 per hour	\$40 per hour	\$40 per hour

Facilities Rental and Use

<http://www.valdosta.edu/policies/>

PE Complex/HVAC Fee	\$50 per hour	\$50 per hour	\$50 per hour
Cleanup Fee (Minimum)	\$25	\$25	\$25
Student Recreation Center			
Umpire/Official	\$15 per hour ea.	\$15 per hour ea.	\$15 per hour ea.
Athletic Trainer	\$30 per hour ea.	\$30 per hour ea.	\$30 per hour ea.
Group Fitness Instructor	\$15 per hour ea.	\$15 per hour ea.	\$15 per hour ea.
Personal Trainer	\$15 per hour ea.	\$15 per hour ea.	\$15 per hour ea.
Water Safety Instructor	\$15 per hour ea.	\$15 per hour ea.	\$15 per hour ea.
Maintenance Fee	\$75 per field	\$75 per field	\$75 per field
Custodial Fee	\$25 per hour ea.	\$25 per hour ea.	\$25 per hour ea.

\*Professional staff labor is only charged for non-university events or campus events which require professional staff to work outside their daily job responsibilities or accumulate overtime hours to support both the event and to complete their primary job responsibilities.

## Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- Alumni       Graduate Students       Undergraduate Students  
 Staff       Faculty       Student Employees  
 Visitors       Vendors/Contractors       Other: Student Organization Leaders

## Policy Attributes

<i>Responsible Office(s)</i>	Event Services Student Union Reservations Office of Academic Affairs
<i>Approving Officer or Body</i>	University Council
<i>Date Approved</i>	09/19/2018
<i>Publication Date (if different than approval date)</i>	Effective 01/01/2019
<i>Next Review Date</i>	09/20/2020