

Campus Reservations & Facilities Policies & Procedures



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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 Office 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.

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 the 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 an 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.

II. 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 reservation's 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 (100) 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 the sound level must be lowered. Requests for reduction in volume by University police, event staff, or department 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 possibly 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 receptables in the back of the University Center. **For outdoor spaces, users are responsible for removing all trash (including bagged trash from the requested trashcans) and disposing of it in the brown trash receptables 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 always comply with the Director of University Police and Environmental Safety. Facility users will be notified of an emergency or threat to safety by an alarm, VSU University Police or Fire Department. If an 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.

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.

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

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 on 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 reservation coordinator to reschedule, if necessary, with as much advance notice as possible. If lightning strikes within eight (8) miles of the outdoor location the event may close for thirty (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 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 (2) years in advance. These events, regardless of date of reservation, may have higher priority than other previously scheduled events and may impact on an existing approval 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 reservation's coordinator and Director of Auxiliary Services.

Outdoor Space

Clients cannot hang any items, signage, or banners from light post, 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 the event coordinator. All tables and chairs for outdoor facilities must be requested at the 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 with prior approval by the Office of Campus Reservations and Facilities. The use of an outdoor grill must be requested at the time of reservation. Contact Plant Operations at 229-333-5875 for questions regarding the University Foundations and sprinkler system.

Parking: Visitor and Special Event Parking

All students, employees, and visitors who park motor vehicles on campus must always have a parking permit. 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](#).

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 only for 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. Reservations for the rental of the PE Complex will be processed with preferences first provided to University Affiliated/Non-Profit groups then to Public, For-Profit groups. Reservations will be approved by Valdosta State University Athletics.

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 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, the University Police and/or building staff conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any given time. Therefore, the 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 the University Police to discuss details and determine if security is

required and the number 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 cancelled 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 whether 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. The rate of pay is determined by the 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 reservable 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.

III. EQUIPMENT & AUDIO-VISUAL USE

Equipment Usage

Equipment (audio-visual, tables, chairs, easels, etc.) will be placed in reserved spaces at the request of the individual or group reserving the space. Your event contract will reflect the amount of equipment that is placed at the event. For outdoor reservations, if the equipment setup is not specified at the time of request, Campus Reservations & Facilities will deliver the 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.

Auditorium: chairs facing one wall

Conference: conference table and chairs

Classroom: chairs/desks facing one wall

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

Banquet: round tables with chairs

Carousel/Expo: tables around room facing in with chairs

Registration Table: one table and two chairs

Audio Visual

To properly ensure that your event occurs on time, let Campus Reservations & Facilities know the equipment you will need when you make your reservation request. Campus Reservations & Facilities 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/>

If providing a laptop in conjunction with a 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 a projector:

- a. The type of computer you will be using: PC or MAC(must bring an HDMI adapter for 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. 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 aids with 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.

IV. 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 Campus Reservations & Facilities 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, doors, or trees 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.

Sidewalk Chalk

Sidewalk chalk can **only** be used on campus walkways. Must be in an uncovered area and cannot be on buildings.

Digital Signage

To place literature on digital signage across campus (Student Union, Odum, and Bailey), complete the form on Blazer Link labeled “Digital Signage Request Form”

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 Education Center, Palms Dining Center, or Student Union Food Court and Common Areas without prior approval from the Office of Student Life at 229-333-5674.

Banners/Sheet Signs

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

V. REQUEST FOR USE OF SPACE

All requests for the use of university facilities must be submitted via the online event request form, 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 Campus Reservations & Facilities Office

The person requesting facilities and services must ensure that the event and patrons follow all applicable requirements. The reservations coordinator for the area being requested maintains that 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.

Campus Reservations & Facilities Information

<u>Office Hours:</u>	<u>Phone Numbers:</u>	<u>Location:</u>
8 AM -5 PM (M-F)	(229) 333-7047 Office (229) 333-7011 Info Desk	Student Union, 2 nd Floor 1500 N Patterson Street Valdosta, GA 31698

Campus Recreation General Information

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

Housing and Residence Life General Information

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

Space Assignment

The reservation staff will assign rooms according to the most appropriate use of the facility as the event is described in the event request form. The demands of 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 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 each semester. 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 cases 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. Through these incidents are infrequent reservations may be re-assigned or canceled with advance notice by the reservation's 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 a 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 Campus Reservations and Facilities. The reservation staff attempts to honor customers preferences but reserves the right to make judgements regarding the most appropriate space for an event. Event confirmations are only sent to the identified event contact person. Reservations are not confirmed until the reservations coordinator sends you an **approved** event confirmation.

Changes to Reservations 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. 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 ID number. 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. Cancellation 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 Campus Reservations & Facilities Reservation Office in person, or email of a cancellation two (2) 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 Pound Hall, Bailey Science Center Auditoriums, Jennett Hall Auditoriums, PE Complex, Nevins Hall, West Hall, the University Center or any outdoor spaces will result in a \$200.00 fee to cover associated preparation costs and to offset lost revenue because of the cancellation.

VI. BILLING

Terms of Payment

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

Tier 2: 50% of space rental and charges for special set-up or use of equipment are due two (2) weeks prior to the event. If funds are a departmental transfer, then deposit is not required. All final balances are required one (1) week after the event.

Tier 3: 50% of space rental and charges for special set-up or use of equipment are due two (2) weeks prior to the event. All final balances are required one (1) week after the event.

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 the 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.

Invoices

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 cancelled.

VII. 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's username and password to make a request through the online event request form. If the use is denied access or is new to the University, please contact the Campus Reservations & Facilities Office for assistance.
 - b. Non-University guests should complete the online form as guest users.
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 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 with confirmation for review. Please review thoroughly to ensure all information is correct and notify the reservations coordinator if any revisions need to be made. Revisions may be accepted up to two (2) weeks in advance.
4. All event confirmations must be acknowledged within two (2) business days of the reservation. Your acknowledgement also confirms that you have read and agree to the Policies & Procedures for Campus Reservations and Facilities, and you take responsibility for the area being reserved during your event.

VIII. ADDITIONAL INFORMATION FOR STUDENT ORGANIZATIONS

Registered Student Organizations in good standing with the Office 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 Communication

Each 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 override can only be made by the president of the organization.

Student Organization Emergency Requests

Requests for space made by student organizations less than two (2) weeks in advance will be considered an emergency meeting. Registered student organizations are allowed **three (3) 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 organization 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.

Policy Violations and Fines for Student Organizations

All Policies and 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 organization's 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 sounds; 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 and 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 (2) weeks after the event. Failure to pay will 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) or the department overseeing the reservation for use of space. Final appeal, if heard, is made to the Deputy Chief 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 reservations. 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 the 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 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 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, the 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.

IX. 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
	Per Hour	Per Hour	Per Hour
Classrooms- general	\$0	\$40	\$75
University Center			
Cypress Room	\$0	\$100	\$200
Executive Dining Room	\$0	\$75	\$150
Magnolia Room 1	\$0	\$100	\$200
Magnolia Room 2	\$0	\$100	\$200
Student Union			
Ballroom A	\$0	\$100	\$200
Ballroom B	\$0	\$100	\$200
Ballroom C	\$0	\$100	\$200
Meeting Room 1	\$0	\$100	\$150
Meeting Room 2	\$0	\$50	\$100
Meeting Room 3&4	\$0	\$175	\$250
Conference Room 1	\$0	\$50	\$75
Conference Room 2	\$0	\$50	\$75
Heritage Room	\$0	\$150	\$200
Theater	\$0	\$300	\$400
Display A	\$0	\$25 (minimum 4hrs)	\$25 (minimum 4hrs)
Display B	\$0	\$25 (minimum 4hrs)	\$25 (minimum 4hrs)
Display C	\$0	\$37.50(minimum 4hrs)	\$37.50(minimum 4hrs)
Game Room	\$0	\$300	\$400
Outdoor Spaces			
North Campus Fields	\$0	\$25 (minimum 4hrs)	\$25 (minimum 4hrs)
Reames Field	\$0	\$25 (minimum 4hrs)	\$25 (minimum 4hrs)
Auditoriums			
Bailey Science Center 1011	\$0	\$100	\$200
Jennett Auditoriums	\$0	\$100	\$200
Other Fees			
No Show Fee (per reservation)	\$200	\$200 + event costs	\$200 + event costs
After Hours Building Open/Close	\$150/hour	\$150/hour	\$150/hour

Equipment Rental

	Tier 1	Tier 2	Tier 3
Chair (indoor/outdoor)	\$1	\$1	\$1
Table	\$15	\$15	\$15
Table with Tablecloth	\$20	\$20	\$20
Full Stage with Skirting	\$200	\$200	\$200
Partial Stage	\$100	\$100	\$100
Pipe-N-Drape	\$50 (per panel)	\$50 (per panel)	\$50 (per panel)
Dance Floor	\$300	\$300	\$300
Barricades	\$100 (per barricade)	\$100 (per barricade)	\$100 (per barricade)
Stanchions	\$20 (per stanchion)	\$20 (per stanchion)	\$20 (per stanchion)
Step-N-Repeat	\$50	\$50	\$50
Computer/Laptop	\$0	\$50	\$50
Projector/Screen	\$0	\$80	\$80
Wireless Microphone	\$0	\$40	\$40
Floor Podium	\$0	\$30	\$30

Labor Charges

	Price
Student Event Technician	\$9/hour ea.
Student Building Manager	\$10/hour ea.
Custodial Fee	\$25/hour
Cleanup Fee (Minimum)	\$50