

FACILITY USAGE GUIDELINES FOR THE HONORS HOUSE

Events and activities in the Honors House must conform to the policies outlined in the Office of Event Service's Guidelines for Facility Usage to ensure the safety of our students, and the preservation of this historical building and our office space.

Specific to the use of the Honors House:

- Preference is given to Honors sanctioned events regarding space reservations and requests for specific areas of the house
- Access to the attic, roof, and offices are strictly forbidden
- Alcohol and illegal drugs are prohibited as stated in the official VSU policy for facility use
- Access to the facility is prohibited between the hours of 11:00 pm and 6:00 am

Individual Honors students may request swipe lock access to the Honors House outside of normal business hours for study groups, kitchen use, and sanctioned Honors activities.

Individual students or student groups requesting access to the facility between 11:00 pm and 6:00 am must contact the designated Honors staff member via email to inform them that they will be in the facility unsupervised. Individual students assume personal liability and are also responsible for any violation of the Honors and VSU facilities usage policy.

Failure to comply with any of the stated guidelines will result in loss of swipe lock access privileges. All students may face loss of privileges if there are multiple offenses.

The parties who access the building, as well as those who sign into the kitchen, are responsible for compliance with all applicable requirements.

CLEANING RESPONSIBILITIES

All students are required to return the space to its original condition before departing. Cleaning supplies are available in the facility. The space should be clear of all trash, spills, used dishes, and food waste. All decorative materials must be removed, and furniture must be returned to its original position. If trash is full at your departure, please remove all trash from the area. Trash may be taken to the Reade/Georgia Hall dumpsters. These policies also apply to all outdoor areas.

ALCOHOL, DRUGS, and SMOKING

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

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.

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

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

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

EQUIPMENT USAGE

Equipment will be placed in reserved spaces at the request of the individual or group reserving the space. Equipment will remain in the reserved space for the duration of the event and shall not be removed or transported from University property.

EVACUATION PROCEDURES

Fire alarms and all other emergency related equipment are provided for the protection of the public and users of University facilities. In the case of an evacuation, individuals are to comply with the Director of University Police and Environmental Safety at all times. Facility users will be notified of an emergency or threat to safety by an alarm, VSU University Police or Fire Department. If alarm sounds, all persons are to remain outside the building until they are instructed to return by the building staff or VSU University Police.

Please ensure that you turn the oven and stove off when you are done cooking to prevent fires. There are fire extinguishers in the downstairs hallway by the bathroom, and upstairs by the back-seminar room.

SAFETY/ SECURITY

For safety, security, and convenience, VSU University Police and/or the Building Managers (University Center- North only) conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress. VSU University Police or the Building Manager should be notified in the event of an emergency and/or made aware of emergency situations that arise. All persons using Valdosta State University facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave. All groups should become familiar with emergency exits and safety policies when planning an event.

SECURITY FOR CAMPUS EVENTS

The University has adopted a set of procedural guidelines for organizations to follow when planning events for large groups, late night events, or those posing a security concern. The user is responsible for contacting VSU University Police to discuss details and determine if security is

required and the amount of personnel on site for the event. Additional charges may apply (see Special Service Fees).

PRE-EVENT STORAGE AVAILABILITY

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

HALLWAYS and STAIRWELLS

In compliance with fire and safety codes, hallways and stairwells must be free and clear of unauthorized items. An unauthorized item is defined as anything that is not a permanent fixture such as a trash receptacle.

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.

If it is necessary for you to move any furniture, you must receive approval from designated Honors College staff, and it must be returned to its original position.

The Honors House may not be reserved through Event Services, but please be aware of Event Services guidelines.

GENERAL GUIDELINES FOR FACILITIES

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

All events are subject to the following:

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

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.
- Confer with the Event Services staff regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.
- Decorations and displays that require flame, sand, or water may be used only when furnished by the VSU Catering Department.
- Users may not use glitter, confetti, or water filled items.
- Decorations that might pose a fire hazard will not be used.
- Extension cords will not be used to provide power unless approved by the University.
- All decorations and materials must be removed by the sponsoring organization immediately following the event. Failure to do so will result in the items being discarded and/or cleaning fee.
- The client will be billed for any damage to surfaces and/or any excessive cleaning requirements (see Special Service Fees).