

The Facilities Reservation Procedures Appeals Committee

I. Purpose

This procedure committee has been established for the Valdosta State University Reservable Facilities. The committee shall work with the Event Services' Events Reservation Coordinator and the Student Union Reservation Coordinator to represent the needs of the student body and the campus community through the establishment and review of applicable policies, guidelines, and procedures for the reserving facilities. The purpose of these procedures is to enable the VSU reservation facilities to properly and safely function while providing our students with facilities that enhance their overall collegiate experience.

II. Responsibilities

- a. The Facilities Reservation Procedures Appeals Committee shall consider, review and recommend procedures impacting the campus reservable facilities.
- b. The Facilities Reservation Procedures Appeals Committee shall consider all policy violation appeals and procedure appeals regarding reservation procedures at VSU.

III. Members

Committee members will consist of representatives from Valdosta State University faculty, staff, and students.

- a. The committee will be co-chaired by the Event Services' Events Reservation Coordinator and the Student Union Reservation Coordinator.
- b. The voting members will consist of:
 - *The Assistant Director of Student Life\Union
 - *One (1) VSU Faculty member
 - *The Director of Testing
 - *A student from VSU Ambassadors
 - *A student from Campus Activities Board
 - *A student from Student Government Association
 - *A graduate student
- c. Ex-Officio (non-voting) members will consist of:
 - * Event Services' Events Reservation Coordinator(s)
 - * Student Union Reservation Coordinator
- d. At any time when a member can no longer fulfill his or her duties another representative from that same area will be asked to step in.

IV. Meetings

- a. The committee will use the Robert's Rule of Order format for their meetings.
- b. Quorum for meetings will be fifty percent plus one of the total voting members.
- c. Time, date, and meeting places will be determined on a monthly needs basis.

V. Appeals Process

- a. If an appeal of a decision regarding a reservable facility on campus is sought, a formal appeal request must be filed with the Student Union Reservation Coordinator. **The current decision by the reserving office will still be upheld until the appeal has been decided.**
- b. The Student Union Reservation Coordinator will notify the appealing party of the next appeals meeting. It is the responsibility of the appealing party to be present at the hearing or the appeal will be dismissed.
- c. At the hearing, the Event Services' Events Reservation Coordinator and/or the Student Union Reservation Coordinator will state the procedures and instance(s) that were involved in the appeal. The appealing party will then have an opportunity to state their case. After the appealing party has concluded, the committee will then have an opportunity to pose questions to the Reservation Coordinators or the appealing party.
- d. Following the closure of the hearing, the committee will deliberate. The appealing party will be notified of the committee's decision in writing within a week (7 days) following the hearing.
- e. If the appealing party wishes to discuss the committee's decision, they may contact the Director of Student Life if a student group or Director of Event Services if a Faculty or Staff Department, to set up a meeting.
- f. All parts of the appeals hearing will be voice recorded and kept on record for one year.

VI. Amendments

- a. At any time the Facilities Reservation Procedures Appeals Committee may add, alter, or delete any of the procedures it deems necessary to ensure that the campus reservable facilities can properly fulfill its mission with a majority vote.
- b. The Facilities Reservation Procedures Appeals Committee agrees to abide by the governing policies of Valdosta State University as well as all federal, state, and local laws when establishing these procedures.