

## Facilities Usage and Scheduling Policies

Adopted by President's Cabinet 9/25/12

### Facility Usage

Facilities at East Georgia State College are available for meetings, banquets, seminars, workshops, camps, sports events, Vision Series, and EGSC Foundation events. Campus facilities available for usage include all campus buildings in Swainsboro and EGSC Statesboro except those set forth in the "Limitations" paragraph below, all green spaces, all parking areas, Ropes Course, disc golf course, cross country course, tennis courts and other playing fields. All activities held on campus will comply with the laws of the State of Georgia, the policies of the Board of Regents, and the rules and regulations of East Georgia State College. Institutional use of any of our facilities takes precedence over and has a higher priority than any outside usage of these facilities. Within the institution, instructional needs take priority. Facilities cannot be committed for long-term agreements or future events that extend beyond the academic calendar available at the time of the reservation.

### Limitations on Facility Use

The Jean and Shot Strange Clubhouse is reserved for the use of residential students and their guests; the facility is unavailable for use by others. Meetings or events to raise funds for private businesses, industries, or individuals, private pageants, family reunions, weddings and wedding receptions are denied usage of the campus facilities. East Georgia State College is a tobacco free campus. Users are not allowed to place/hang/tape etc., decorations/items to walls in any facility. The possession, consumption or furnishing of alcoholic beverages on the East Georgia State College campus is prohibited except for external organizations or persons with express written permission from the President of East Georgia State College or his designee. The *EGSC Alcohol Beverage Policy and EGSC Alcoholic Beverage Service Agreement* contains specific guidelines and requirements for those granted the above written permission. The College reserves the right to limit functions at any time.

### Use of Facilities by College Student Organizations

Student organizations may use campus facilities without charge, subject to prior approval and placement on the college facilities events schedule. Student organizations must get prior approval from Student Affairs before placing any flyers etc. on campus.

### Facility Usage Fees

User fees and policies are set forth in the *East Georgia State College Campus Facilities Rental Agreement*, *East Georgia State College Physical Education Facilities Rental Agreement* or *Sudie A Fulford Community Learning Center Rental Agreement*. The rental agreement must be completed and fees collected by the Campus Facilities Coordinator prior to scheduling of any event on the Campus Master Calendar. Campus hours and Campus Facilities Office hours are Monday thru Friday 8AM to 5 PM. Any event scheduled after business hours may incur additional fees as noted in the above rental agreements.

### Food Services

East Georgia State College operates the College Café and provides catering services to all users of any College facility. The College holds a first option to provide catering services for all on campus College events. The College Café may be contacted at 478-289-2041 during normal business hours for menus, pricing and more detailed information. If the College Café declines the user's catering offer, outside caterers may be contracted by the user. Outside caterers will not be permitted to use any campus facilities, equipment or small wares to prepare or provide their services.

### Facilities Scheduling and Event Coordination

All facilities scheduling, other than classroom instructional scheduling and the Sudie A Fulford Community Learning Center scheduling, will be coordinated and maintained by the Campus Facilities Coordinator. Users of the Sudie A. Fulford Center should contact the Director, at 478-289-2464 to request the facility, coordinate the event and pay facility fees. All Sudie A. Fulford Center events will be placed on the Campus Master Calendar,

following the procedure set forth below. The Director of the Fulford Center will implement the terms of the Sudie A Fulford Facilities Rental Agreement.

Any requests to add events or to make a reservation of facilities, cancel or reschedule an event must be forwarded to the Campus Facilities Coordinator. East Georgia State College employees may initiate a facility request, modify, reschedule or cancel a request using the on-line scheduling system. ALL commitments of facilities by any faculty or staff member that have not been cleared through the Campus Facilities Coordinator will be subject to cancellation. External users may call the Campus Facilities Coordinator at 478-289-2122 for determination of eligibility and availability on the campus calendar. Cancellations or rescheduling of events may incur facilities charges unless the cancellation occurs at least 48 hours prior to the scheduled event. The Campus Facilities Coordinator will coordinate with the Office of the Vice President for Academic Affairs when scheduling events in academic spaces.

After scheduling the event on the Campus Master Calendar, the Campus Facilities Coordinator will coordinate with the director of the reserved facility, the user, and all necessary campus support offices to ensure that pre-event details are in order and that the scheduled event is monitored. The Campus Facilities Coordinator is responsible for implementing the terms of the facilities rental agreements for all campus facilities except the Sudie A. Fulford Center.

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For an up-to-date copy, go to the policies and procedures page on the EGSU website