

NUMBER: STAF 2.06
SECTION: Division of Student Affairs and Academic Support
SUBJECT: Outside User Group Policy for Campus Recreation
DATE: June 1, 1992
REVISED: October 18, 2016
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Vice President for Student Affairs
Issued by: Student Life and Development

I. Policy

Outside user groups are defined as any group consisting of individuals other than students, faculty, staff, alumni membership holders, or family membership holders. Also, any non-academic programs designed to raise revenue or where fees or dues are levied are considered to be outside user groups. Outside user groups are allowed access to the Blatt Physical Education Center and outside space on an availability basis.

II. Procedure

A. Outside user groups are charged facility usage fees as follows:

1. Per person per day for participants.
2. Additional fees may be charged for events requiring extra staffing or overtime. Fee is per staff member and in addition to fee outlined in II.A.1.
3. Payment is required for damaged equipment or facilities as a direct result of outside user group's activities. Fee is in addition to fees outlined in II.A.1 and II.A.2.
4. Event preparation and/or clean-up fees may be charged in addition to fees outlined in II.A.1, II.A.2, and II.A.3.
5. University sponsored and staffed events, which are non-profit and include non-university participants, will only be charged direct expenses as outlined in II.A.2, II.A.3, and II.A.4.
6. A current fee schedule is available from the Associate Director of Campus Recreation, Facilities, (803)576-9375.

B. All approved outside user groups must submit the following items at least thirty (30) days in advance of their proposed event to the director of Campus Recreation or his designee.

1. A certificate of general commercial liability insurance in the amount of not less than \$2,000,000 per occurrence. The policy will name the University of South Carolina as an additional insured and certificate holder. The certificate will list the certificate holder as:

University of South Carolina
Office of Campus Recreation
301 Strom Thurmond Wellness and Fitness Center
Columbia, SC 29208

2. A signed copy of an event specific contract prepared by the Office of Campus Recreation.
3. A letter of sponsorship addressed to the Director of Campus Recreation signed by the head of the sponsoring department on department letterhead.

C. The outside user group event can only take place upon approval of the contract by the Board of Trustees of the University.

III. Reason for Revision

Policy updated to reflect address of Campus Recreation office.