

NUMBER: STAF 3.25  
SECTION: Division of Student Affairs and Academic Support  
SUBJECT: Use of University Facilities  
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

Student organizations must reserve facilities for all on-campus events. In order to ensure scheduling of University facilities in an organized manner and to ensure compliance with University policies, it is necessary to maintain a comprehensive reservation procedure for all student organization meetings, fundraising activities, guest speakers, and other events. The Russell House University Union (RHUU) reservationist, located in Room 218 of the Russell House University Union, processes requests for all facility reservations.

## II. General Guidelines and Procedures

- A. All room reservations must be requested through the RHUU reservationist on a USC Facility Reservation and Event Registration Form. For student organizations, reservations must be initiated by an officer of the organization.
- B. Avoiding Academic Conflicts - Social functions may not be held on campus on reading day(s) nor during final examination periods.
- C. General Guidelines for Reservation Requests
  1. Russell House University Union Facilities - Requests for reservations for RHUU facilities should be submitted at least 24 hours prior to the scheduled meeting or activity. This is to ensure that needed services and staffing can be provided for all meetings and activities in the building. If unforeseen circumstances necessitate a request for a reservation in a shorter time frame, the RHUU staff will attempt to fill the request to the best of its ability.
  2. Scheduling of Other University Areas (non-academic) - The RHUU Reservationist is also responsible for scheduling usage of the following

areas: Caroliniana Gardens, Pickens Street Bridge, the Coliseum walkway, the Gressette Room, Clariosophic Hall and Rutledge Chapel. These areas must be scheduled at least 24 hours in advance. (Other outdoor locations must be scheduled through the office of the Director of Student Life located in the West Wing of the Russell House.)

3. Academic Space Reservations - When space is not available in the RHUU, the University permits registered student organizations to meet in academic facilities. The following guidelines apply:
  - a. Reservations should be requested through the RHUU Reservationist who will submit the request to the Academic Facilities Schedule Coordinator. Requests must be submitted to the RHUU Reservationist at least three (3) working days in advance for proper processing.
  - b. Reservations will be accepted for the current semester only. Reservations will not be accepted until one week after classes begin and will not be made during final examination periods.
  - c. No food, drink, or smoking is allowed in academic classroom spaces.
  - d. No furniture may be moved from or into academic classroom spaces without prior approval.
  - e. Fundraising activities must be approved in advance by the appropriate academic dean and the associate vice president for student life and development. Membership drives may be held in academic facilities only if the purpose of the student organization is related to the discipline of the college where space is requested.

D. Types of Events Requiring Special Approval

1. Any social event held in a residence hall or in space adjoining a residence hall must have prior approval by the respective hall government(s) before receiving approval from the Department of Housing and Residential Services. Social events in a residence hall will be held normally on Friday and Saturday evenings.
2. Any social event held on campus or at a University facility that involves the use of alcoholic beverages must comply with all regulations governing the use of alcohol at that specific facility.
3. Any outdoor event held on campus involving 150 or more people, or involving the use of amplified sound must receive approval by the

Director of Student Life. A detailed written request must be submitted three business days prior to the event.

E. Guidelines/Procedures for use of the Russell House University Union

The Russell House University Union (RHUU) serves as the primary facility for student organization meetings and activities. If the RHUU facilities are fully scheduled or cannot meet the unique needs for a particular group, a reservation request for other facilities on campus will be processed by the RHUU reservationist to the appropriate facility schedule coordinator.

The facilities, services and programs of the RHUU are for the use and enjoyment of members of the University community and their guests. The following is intended to be a general statement of expectations and responsibilities for individuals and organizations while exercising their privilege of using the RHUU. Specific policies for particular facilities and/or types of events or activities may be distributed in other forms throughout the year. The RHUU staff will make every effort to notify members of the University community concerning new policies or policy changes.

1. Students, faculty, staff, organizations, departments, guests, and visitors shall be expected to respect the rights of others, and abide by all general laws and University policies. In addition, users and guests of the RHUU shall be expected to abide by specific policies and procedures of the RHUU which are designed to prevent injury to person or property, obscene behavior, the disruption of the orderly operation of the building, its services and programs, as well as other related concerns. RHUU staff members, including building supervisors, building attendants, office assistants, security personnel, or other staff as appropriate, shall have the authority to make reasonable requests of users (or guests) of the building pertaining to matters concerning building safety, security, orderly operation or other policy or procedure concerns. Individuals or organizations who fail to comply may be subject to disciplinary or other appropriate action(s).
2. Individual students, faculty, staff, and/or organizations or departments shall be responsible for the behavior of their guest(s). It is the responsibility of the host to ensure that the guest(s) understands and abides by all University and RHUU policies and guidelines. If a guest is involved in a policy violation, the host individual and/or organization or department, as well as the guest, may be subject to disciplinary or other appropriate action(s).
3. Summary removal is an action requiring that an individual immediately leave the RHUU. Summary removal may be imposed by a building

supervisor, security personnel, or a RHUU professional staff member when there is reasonable cause to believe, based on available facts, that:

- a. an individual is an immediate threat to the safety or well-being of him/herself, other persons or property; or
- b. an individual's behavior is disruptive of the orderly operation of the building or its programs or services.

Summary actions may be warranted by potential or threatened, as well as, actual danger or disruption, but are indicated only when the serious nature or immediacy of the danger or disruption makes it impractical to follow normal disciplinary procedures. Some serious incidents or repeated incidents of threat, danger, or disruption, may result in the offending individual losing his/her RHUU use privileges for a specified amount of time or permanently.

Summary removal for a specified period may be imposed by the Director of the Russell House University Union. When an individual is summarily removed for a specified period of time, or permanently, he or she is given notice explaining the reasons for the removal, the duration, any special conditions that apply, and a copy of the summary removal policy. A student notified of such a summary removal may also be referred to the Office of Student Judicial Programs for disciplinary action.

The summary removal may remain in effect until all disciplinary charges are resolved. An individual notified of such summary action shall, upon written request, be given an opportunity to meet with the Director of the Russell House University Union or a designee within five (5) University business days from the date of the request. An individual who is summarily removed and returns to the RHUU and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be in the RHUU for a specific purpose (e.g. to consult with the Director, or to participate in disciplinary procedures) must be requested in writing or by telephone and approval granted by the Director prior to any conduct contrary to the removal or conditions.

4. Eligibility for Facility Usage: The facilities and services of the Russell House University Union (RHUU) are primarily for the support of activities sponsored by student organizations, academic units, and University departments. Non-University organizations (with no formal affiliation with the University) may be granted use of the facilities and/or services on a restricted basis. Approval for non-University related organizations' use of facilities is most often restricted to those days when the University of South Carolina is not in academic session. Requests for

RHUU facilities or services by non-University related organizations must be approved by the Director of the Russell House University Union.

Those applying for the use of facilities should be aware that the RHUU reservable facilities are State property and as such cannot be used for personal or financial gain.

The RHUU reserves the right to assign facilities on the basis of the most efficient utilization of space. The RHUU Director will make adjustments if certain situations require changes in the facilities reserved by a group.

F. Fees

Any fees charged for use of the RHUU are in compliance with the approved consolidated list of service charges for the current budget year <http://adminfin.sc.edu/budget/>.

G. Solicitation in Russell House Facilities: Specific areas of the Russell House University Union are designated areas for solicitation in accordance with the policy on campus solicitation (<http://www.sc.edu/policies/ppm/staf317.pdf>).

H. Reservation Procedures:

1. All activities in the RHUU are recorded on a master calendar maintained by the RHUU Reservationist. The Reservationist will accept requests for facilities usage based on the priority reservation system listed below and after that on an "as requested" basis consistent with all other related University policies.
2. Priority Reservations: Because of the high demand on space in the RHUU, the following priority reservation system is utilized to ensure equitable and efficient use of space by interested groups. Information on specific dates and procedures for Priority Reservations is distributed to all registered student organizations, student organization advisors, and is advertised in The Gamecock newspaper each semester by the RHUU Reservationist.
3. Request for facilities are processed in the following priority order:
  - a. Special Events Sponsored by University Entities - Special events shall be events recognized as such by the University and/or the Division of Student Affairs and Academic Support. These events will generally satisfy the following criteria:

- i. The event(s) must be University-wide in scope, i.e., should promote broad participation by the various University constituencies, including students, faculty and staff;
  - ii. The event(s) typically must not benefit any one or more specific organizations;
  - iii. The event must demonstrate wide appeal to the various University constituencies. Conferences or major meetings that satisfy the aforementioned criteria shall also be recognized as special events. A list of recognized special events at Carolina are on file in the Office of the Director of the Russell House University Union. Requests for exceptions shall be subject to approval by the Director of the Russell House University Union.
- b. Activities Sponsored by Carolina Productions - In addition to its role as the student program board at the University of South Carolina, Carolina Productions performs a function that is integral to the stated mission and goals of the Russell House University Union. The Russell House University Union serves as the community center of the campus -- providing facilities, services and programs to enhance cultural awareness and learning, social interaction, and leisure activities for students, faculty, staff and friends of the Carolina community. The programs and activities sponsored by Carolina Productions are integral to that function. In addition to reserving confirmed events during the reservation period, the Carolina Productions may reserve up to sixteen "open" dates per semester.
  - c. Activities Sponsored by Registered Student Organizations - Registered student organizations are those student organizations at the University of South Carolina that have completed the student organization registration process in accordance with the policy on Student Organizations (University Policy STAF 3.10 <http://www.sc.edu/policies/ppm/staf310.pdf> ). Student organizations must be currently registered and in good standing with the University in order to be eligible for facility usage.
  - d. Academic Departments or Administrative Units - The RHUU facilities are not available for regular classroom instruction. Faculty organizations recognized by the Faculty Senate may reserve facilities.
  - e. Student Organizations in the Process of Registering - Student organizations in the process of registering may utilize the RHUU

facilities on a restricted basis. These organizations may use facilities for three (3) organizational meetings for the sole purpose of organizing. Reservations indicating that the facility is to be used for a programming function such as social events, special programs, or revenue producing events, will not be accepted from student organizations undergoing the registration process. Organizations in this category are also not eligible to use the bulletin boards of the RHUU except to publicize organizational meetings.

- f. Activities Sponsored by Non-University Entities - The Russell House University Union is not available on a regular basis for use by non-University related entities. Non-University related entities may utilize certain facilities on a restricted basis subject to approval by the Director of the Russell House University Union.

#### I. RHUU Back Patio Entertainment

1. Entertainment on the back patio area (e.g. bands, speakers, dances, etc.) shall be restricted so as not to interfere with academic classes, the operation of the Student Health Center, or the library. Events may take place during the hours of 11:00 a.m. and 2:00 p.m. and/or 5:00 p.m. and dusk. Noise levels shall be considered when approving events, especially during the mid-day hours.
2. All reservation policies apply for the patio area, including completion and approval of the USC Facility Reservation and Event Registration form, for any type of event.
3. In case of inclement weather, certain types of events may be moved to the Russell House 2nd Floor lobby area provided space is available. The Reservationist must approve the relocation and building staff will assist with set-up of building equipment.
4. The back patio is one of the areas designated for student organization fundraising or membership drive activities (i.e. bake sales, print sales, fraternity/sorority rush sign-up, etc.) One (1) table per organization is the maximum permitted unless otherwise approved by the Director of the Russell House University Union. All fundraising activities must be approved in accordance with the policy on Fundraising by Student Organizations (University Policy STAF 3.22).

#### J. Greene Street Area (between gates only)

1. Greene Street, during the pedestrian period (10:00 am to 4:00 pm), can be reserved by registered student organizations, academic units, and

University departments through the regular RHUU reservation procedure. This area is designated for displays or activities that are of interest to the general University community. Noise levels shall be considered when approving events, especially during the mid-day hours.

2. For hours beyond the designated pedestrian period for Greene Street, requests must be submitted in writing to the Associate Vice President for Student Life and Development at least three (3) business days prior to the planned event.
3. All fundraising activities must be approved in accordance with the policy on Fundraising by Student Organizations (<http://www.sc.edu/policies/ppm/staf322.pdf>). One (1) table per organization is the maximum permitted unless otherwise approved by the Director of the Russell House University Union.
4. Parking of vehicles shall be strictly prohibited in the reserved activity area. It shall be the responsibility of the sponsor to enforce this policy. The sponsoring organization must obtain approval in advance through the Reservationist for vehicles needing to enter the gates for unloading and/or loading during specified set-up and/or breakdown periods. Vehicle(s) must be moved to one of the parking lots immediately after unloading or loading. Vehicles should not be allowed into the area for any reason during the course of the activity.
5. The scheduled event must end at least one (1) hour prior to the scheduled opening of the gates. The sponsoring organization shall be responsible for ensuring that crowd dispersal, breakdown and removal of all equipment, and clean up of the area (street and sidewalks), are completed before the scheduled opening of the gates.

### III. Related Policies

For additional information regarding facility usage at the University of South Carolina, contact the RHUU reservationist, Russell House University Union, room 218, or by phone at (803) 777-7127.

University Policy STAF 3.22 Fundraising by Student Organizations  
<http://www.sc.edu/policies/staf322.pdf>

University Policy STAF 3.17 Campus Solicitation  
<http://www.sc.edu/policies/staf317.pdf>

UNIV 6.00 Calendar and Space Reservation (USC-CSR) Policy

### IV. Reason for Revision



Policy organization, content, and accuracy reviewed. Also revised to move fee schedule out of policy, and instead point to regularly updated weblink.