

ADMINISTRATIVE DIVISION Student Affairs and Academic Support		POLICY NUMBER STAF 3.25
POLICY TITLE Scheduling University Union Facilities		
SCOPE OF POLICY USC Columbia		DATE OF REVISION November 10, 2023
RESPONSIBLE OFFICER Vice President for Student Affairs		ADMINISTRATIVE OFFICE Student Life

PURPOSE

Outlines reservation guidelines and priority scheduling of university union facilities.

DEFINITIONS

Amplified Sound: Sound whose volume is increased by any electric, electronic, mechanical, or motor-powered means

Bake Sale: Approved activity where a student organization sells baked goods (not commercially packaged/prepared) as a fundraiser for their registered student organization

Catered/Catering: Defined by BUSA 7.05 as a predetermined menu for all participants at a function or meeting

Commercial Solicitation: advertising, soliciting funds or sales or distributing advertising or other materials or demonstrations that may result in sales

CSR System: University Calendar and Space Reservation system of record

CSR Unit Space Coordinator: The individuals designated by a unit to review and approve requests for space within that unit’s operational control

Daylight hours: time of day between sunrise and sunset as recorded by the USNO or NOAA

Food: A substance for the primary purpose of adding nutritional value to one’s diet that is eaten, drunk, or otherwise taken into the body and may include catering, potlucks, or commercially and individually packaged and prepared items purchased from a vendor or store.

Food Preparation Guidelines: guidelines for food service at university union facilities developed from the South Carolina Department of Health and Environmental Control Regulation 61-25, Chapter 10, Temporary Food Service

Non-Commercial Solicitation: any distribution by students individually or as members of student organizations of leaflets, brochures or other written material, or oral speech by them to a passersby, conducted without intent to obtain commercial or private pecuniary gain

Non-University Entity: individual, group or organization external to the university

Potluck: event exclusively for members of the sponsoring university unit or student organization

that features food prepared or provided by those in attendance according to food preparation guidelines

Priority Event: University events designated each year by Russell House director as eligible for access to University Union facilities during the priority scheduling period

Priority Scheduling Period: Time-period designated by Russell House director when reservations are solicited for placement prior to space being made available in CSR system for request by any university unit

Registered Student Organization: a student group that maintains active status on the University of South Carolina campus, has fulfilled all responsibilities of a student organization and represents a group of students who desire to come together to support a particular view, explore common interests or accomplish identified tasks. Student organizations must be student-initiated and student-led

Routine Outdoor Space: Greene Street between the gates, Russell House Patio and Davis Fields 1 and II

Social Functions: any activity sponsored by a student organization or a university unit outside of regularly scheduled classroom meetings or pertaining to an academic course

User: The individual or group of faculty, staff, students, university unit, student organization or non-university entity requesting use of campus space

Unit with Operational Control: a unit of the university responsible for scheduling, maintenance, and repair of the location even though the space belongs to the larger university.

University Event: Event organized by a university unit, including performance events for public audiences

University Union Facilities: any facility or space assigned in the CSR system to the Russell House University Union (RHUU) for scheduling and operational oversight and control

University Unit: An administrative or academic entity including office, college, school, department, center, institute, division, program, and group at the University of South Carolina

Policy Statement

University Union facilities are primarily for the support of activities sponsored by student organizations and university units of the University of South Carolina-Columbia campus. In order to ensure scheduling in an organized manner and to ensure compliance with university policies, a comprehensive reservation system exists for all scheduled events in university union facilities.

A. Scheduling Priority

1. The Russell House University Union reserves the right to assign facilities based on the

most efficient utilization of space. The Russell House director will adjust if certain situations require changes in the facilities or spaces reserved by a user. Even while establishing scheduling priorities, such decisions will be made in a content-neutral fashion consistent with the provisions contained in UNIV 6.00 (Freedom of Expression and Access to Campus).

2. Russell House University Union Event Services coordinates reservation requests in the CSR system. Requests for facilities usage are scheduled during the priority scheduling period designated by the Russell House director each semester for the following semester, and after that time-period, on an "as requested and available" basis consistent with UNIV 6.0.
3. Requests for facilities are processed in the following priority order:
 - a. University-wide events that promote broad participation by the various University constituencies related to recruitment, orientation, and commencement.
 - b. Priority events as designated by Russell House director.
 - c. 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. In addition to reserving confirmed events during the priority scheduling period, Carolina Productions may reserve up to sixteen "open" dates per semester.
 - d. Student Organizations
 - e. University Units
 - f. Non-University Entities
4. The Russell House director develops a priority event list for review and assignment during the priority scheduling period. Events designated as priority fulfill the following criteria:
 - a. The event(s) typically must not benefit any one or more specific organizations;
 - b. The event must demonstrate wide appeal to the various University constituencies. Conferences or major meetings that satisfy the criteria shall also be recognized as priority events.
5. A list of recognized priority events at the University are on file in the Office of the Director of the Russell House University Union. Requests for consideration shall be subject to approval by the Russell House director.

B. Reservable Space

1. Any space assigned in the CSR system to the Russell House University Union and includes meeting rooms, lounges, ballrooms, theater as well as outdoor spaces.
2. Outdoor Space
 - a. Routine outdoor space may be used during daylight hours and include use of amplified sound.
 - b. Pickens Street Bridge is available for use by Student Organizations only.
 - c. Caroliniana Gardens behind the South Caroliniana Library may be reserved during daylight hours for ceremonial events.
3. Rutledge Chapel
 - a. Rutledge Chapel is the oldest building on campus and is available to university units and student organizations for ritualistic and ceremonial activities and may not be scheduled for traditional meetings, lectures, or other recurring activities.
 - b. Non-university entities may lease Rutledge Chapel subject to terms of university contract up to 2 years in advance of requested date subject to fees outlined in the approved consolidated list of fees.

PROCEDURES

A. General Guidelines

1. University union facilities are not available for regular classroom instruction.
2. In order to avoid academic conflicts, social functions may not be held in university union facilities on reading day(s) nor during final examination periods.
3. Consistent with the provisions of UNIV 6.00 (Freedom of Expression and Access to Campus), the university reserves the right to cancel existing reservations only in situations where an emergency or unforeseen event necessitates that the university place another event in the space or cancel the reservation for that date; such decisions will be made on a case-by-case basis and will be made in a content neutral fashion.
4. All attendees and their guests must comply with all applicable university policies and state and federal law.
5. University entities can appeal the decision to cancel or modify a reservation by following procedures found on the University Union website https://sc.edu/about/offices_and_divisions/russell_house/
6. The set of processes and procedures specific to use of University Union facilities can be

found at https://sc.edu/about/offices_and_divisions/russell_house/

B. Student Organizations

1. Student organizations shall use the CSR system to request space in university union facilities.
2. The Russell House University Union serves as the primary facility for student organization meetings and activities.
3. If university union facilities are fully scheduled or cannot meet the unique needs for a student organization event, a reservation request for other facilities on campus will be processed by the applicable CSR Unit space coordinator according to the following guidelines:
 - a. Requests for space will be accepted for the current semester only.
 - b. Requests must be submitted to the CSR system according to the scheduling requirements of that facility.
 - c. Requests for academic facilities will not be reviewed until one week after classes begin and will not be available during final examination periods.
 - d. No food or drink is allowed in academic classroom spaces.
 - e. Academic space is 'as-is' and no equipment, AV or furniture may be displaced or disturbed in any way without prior written approval from the Unit with Operational Control.

C. University Units - Academic Units and University Departments are to request space in University Union facilities through the CSR system.

D. Non-university entities

1. Use of University Union facilities by non-university entities is limited to those days when the University of South Carolina is not in academic session. Requests for use are to be approved by the Director of the Russell House University Union or designee.
2. Requests for space will be accepted for the current semester only and shall be made at least 10 business days prior to the event date.

E. Solicitation

1. University Units and student organizations may conduct commercial and non-commercial solicitation in university union facilities.

2. University Union space must be reserved to conduct commercial and non-commercial solicitation through the CSR System and fees may apply.

F. Food

1. All meeting rooms, lobbies, lounges, ballroom, theater, and outdoor areas of university union facilities, except Rutledge Chapel, are designated areas where food may be provided and consumed.
 - a. A user fee may be charged for all catered events or events where food is served.
 - b. Food Preparation Guidelines must be followed.
2. Users may not sell food nor contract with an off-campus caterer/vendor to sell food in university union facilities.
 - a. Bake Sales sponsored by registered student organizations are allowed in outdoor areas and in the Russell House 2nd floor lobby.
3. The university's food service provider has the exclusive right to provide catering for all activities scheduled in university union facilities per policies [BUSA 1.00 University Dining Services](#) and [BUSA 1.03 Catering for Student Organizations](#).
 - a. University Units and Student Organizations shall use the University's food-service provider for all catered events occurring in university union facilities.
 - b. Non-University Units must use the University's food service provider for all reservations where food is present in university union facilities.
 - c. University Units and Student Organizations may provide eligible food items for their own members for activities scheduled in university union facilities.

G. Fees

1. Any fees charged for use of University Union facilities are in compliance with the approved consolidated list of service charges for the current budget year.
2. The User is financially responsible for any custodial, security, parking or other facilities services required and outlined in the reservation agreement or contract.
3. The User can be held financially responsible for any damage to university union facilities as a result of use or misuse of a confirmed reservation.
4. Fundraising in university union facilities shall be reported as part of the reservation process in the CSR System and is to comply with all university policies and applicable state law.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[BUSA 1.00 University Dining Services](#)

[BUSA 1.03 Catering for Student Organizations](#)

[BUSA 7.05 Payment/Reimbursement for Personal Consumption Items at Employee's Official Headquarters](#)

[STAF 3.02 Alcohol Policy and Guidelines for the University Community](#)

[STAF 3.10 Student Organizations](#)

[STAF 3.22 Fundraising by Student Organizations](#)

[STAF 3.27 Russell House University Union Catering Policy](#)

[STAF 6.26 Student Code of Conduct](#)

[UNIV 6.00 Freedom of Expression and Access to Campus](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 1, 1992	New policy approval
October 18, 2016	Policy organization, content, and accuracy reviewed. Also revised to move fee schedule out of policy, and instead point to regularly updated weblink.
September 16, 2020	New Format. Substantial review to reflect current university union facilities Clarify priority scheduling period and priority events for university union facilities
May 25, 2022	Remove Gressette Room as it is no longer managed as a university union space; incorporate procedures for the presence of food and/or catering in university union facilities; non substantive updates
November 10, 2023	Policy updated to reflect current practices.