ADMINISTRATIVE DIVISION	Student Affairs
POLICY NUMBER	STAF 2.06
POLICY TITLE	Campus Recreation Reservations & Outside Group
SCOPE OF POLICY	USC Columbia
DATE OF REVISION	September 19, 2023
RESPONSIBLE OFFICER	Vice President for Student Affairs
ADMINISTRATIVE OFFICE	Student Health and Well-Being

PURPOSE

This policy establishes both reservation guidelines and priority scheduling of Campus Recreation Facilities as well as eligibility, privileges, and conduct of outside groups.

DEFINITIONS

Calendar and Space Reservation (CSR) System: university calendar and space reservation system of record.

Campus Recreation: An administrative unit housed in the Student Health and Well-Being within the Division of Student Affairs and Academic Support.

Campus Recreation Facilities: For the purpose of this policy, campus recreation facilities are the Solomon Blatt Physical Education Center (Blatt PE Center) as well as the Strom Thurmond Wellness and Fitness Center (Wellness and Fitness Center.

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

Faculty: A person currently employed on the Columbia campus, in good standing and able to obtain a "Faculty" Carolina Card.

Outside user groups: Any group consisting of individuals other than student or Campus Recreation members as well as any non-academic programs designed to raise revenue or where fees or dues are levied.

Solomon Blatt Physical Education Center (Blatt PE Center): Facility share by Campus Recreation, Athletics and several academic programs located at 1400 Wheat Street, Columbia, SC. Includes surrounding fields.

Staff: A person currently employed on the Columbia campus, in good standing and able to obtain a "Staff" Carolina Card.

Strom Thurmond Wellness and Fitness Center (Wellness and Fitness Center): Campus Recreation run facility located at 1000 Blossom Street, Columbia, SC. Includes surrounding fields.

Student: A person who is currently enrolled at the university, or who is accepted for admission or readmission to the university, or who has been enrolled at the university in a prior semester or

summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or who is attending an educational program sponsored by the university while that person is on campus; one who is in good standing and able to obtain a "Student" Carolina Card.

POLICY STATEMENT

University campus recreation facilities support the health and well-being of the University of South Carolina (USC) community. In order to ensure scheduling in an organized manner and to ensure compliance with university policies, a comprehensive request and reservation system exists for all scheduled events for Campus Recreation controlled spaces.

A. Scheduling Priorities

1. Campus Recreation reserves the right to approve reservations based on the most efficient utilization of space. Even while establishing scheduling priorities, such decisions will be made in a content-neutral fashion consistent with the provisions contained in UNIV 6.00.

2. Campus Recreation Services and Events coordinates reservations requests using the CSR system.

3. Requests for Campus Recreation controlled spaces 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 Campus Recreation

    c. Campus Recreation programs and events

    d. Academic classes

    e. All other requests (student organizations and university units) are accepted for the current term and on a "as requested and available" basis.

    f. Non-university entities

4. Reservable Space

    a. Any space assigned in the CSR system to Campus Recreation to include activities spaces at the Blatt PE Center and all spaces at the Wellness and Fitness Center (include gyms, meeting and multi-purpose rooms, and outdoor spaces).

    b. Outdoor spaces are subject to City of Columbia noise ordinance restrictions.

PROCEDURE

A. General Guidelines

1. Requests for space will be accepted for the current semester only.

2. Spaces within the Wellness and Fitness Center are not available for regular classroom instruction.

3. In order to avoid academic conflicts, non-Campus Recreation programs and event reservations may not be held on reading day(s) nor during final examination periods.

4. Campus Recreation reserves the right to cancel, reschedule or relocate existing reservations.

5. All users must comply with all applicable university policies and state and federal laws.

6. Processes, guidelines and rules specific to use of Campus Recreation controlled spaces can be found at: https://sc.edu/about/offices_and_divisions/campus_recreation/facilities/index.php

7. Student organizations and university units may conduct commercial and non-commercial solicitation, with approval, in Campus Recreation controlled spaces.

8. Food is allowed in designated spaces. The university's food service provider has the exclusive right to provide catering for all activities scheduled in Campus Recreation controlled spaces per BUSA 1.00 and BUSA 1.03.

9. Any events involving minors must be in compliance with UNIV 4.00.

B. Facilities and services will be available on a regular basis; however, they may be discontinued for a given period because of directives from the university, major maintenance projects, or unforeseen circumstances.

C. Requirements

1. A reservation request must be submitted in advance, that allows enough time to review, discuss details and send/receive needed documentation.

2. The following documentation may be necessary:

a. A certification of general commercial liability insurance in an amount determined by the Office of Risk Management based on the size and scope of event. This policy will name the University of South Carolina as an additional insured and certificate holder.

b. A signed event-specific contract prepared by Campus Recreation.

i. For events sponsored by non-university entities, approval from the Board of Trustees of the University may be required.

D. Privileges and Responsibilities

1. Rental, staffing, equipment, and other fees may be charged based on needs and scope of request. These will be determined by the current User Fee Schedule.

    a. Fundraising shall be reported as part of the reservation process and is to comply with all university policies and applicable federal and state law.

    b. Payment may be required for damaged equipment or facilities as a direct result of any users' activities.

    c. Users that engage in conduct that violates campus recreation or university policy and/or city, state, or Federal law may be subject disciplinary action; conduct deemed to such that could endanger health or safety may result in immediate interim removal from a Campus Recreation facility, program, or service with a final decision made by the appropriate party based on the circumstances.

    d. The university considers participation in Campus Recreation facilities, programs, and services purely voluntary, and individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and understand that they are responsible for any and all costs arising out of injury or property damage, or loss sustained through participation.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

BUSA 1.00 – University Dining Services
BUSA 1.03 – Catering for Student Organizations
STAF 10.06 - Campus Recreation General Access & Usage
STAF 6.26 – Student Code of Conduct
UNIV 4.00 – Programs Involving Minors
UNIV 6.00 – Freedom of Expression and Access to Campus

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
July 01, 1994	New policy approval.
August 24, 2010	Substantive revision approved.
October 18, 2016	Non-substantive revision approved.
September 19, 2023	Policy name updated, revised to reflect campus recreation practices and to merge the following policies with this policy: STAF 2.03, 3.07, 10.05.