

NUMBER: STAF 3.23  
SECTION: Division of Student Affairs and Academic Support  
SUBJECT: Outdoor Event Registration  
DATE: June 1, 1992  
REVISED: April 19, 2016  
Policy for: Columbia Campus  
Procedure for: Columbia Campus  
Authorized by: Vice President for Student Affairs  
Issued by: Office of Student Life

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## I. Policy

University Policy designates four routine outdoor areas for use by individuals wishing to sponsor outdoor events on campus:

1. Designated areas in the front and back patios of Russell House University Union and adjacent Davis Field(s)
2. A designated area within the blocked-off area of Greene Street
3. A designated area of Pickens Street Bridge
4. A designated area of the Coliseum

These areas are available on a first-come, first-serve basis, through the Russell House Event Services Coordinator, for registered student organizations, academic units or university departments.

Events scheduled in these areas must comply with reasonable time, manner and place restrictions. Activities may not, under any circumstances, interfere with normal operations of the area. Events may be scheduled in these areas only during daylight with appropriate approval.

## II. Procedure

- A. All outdoor events in other areas of campus and in above designated area during dark hours must be approved by the Associate Vice President for Student Life (or designee).
- B. Approval must be obtained a minimum of two weeks in advance, to allow proper notification and scheduling of support services.

- C. Documentation of the appropriate event information must be completed before the event is approved. The documentation must contain approval from the facilities that may be affected by this event.
- D. The sponsoring organization of the event is responsible for all costs incurred by the university. These costs may include additional work, security, or personnel costs regulated by the Associate Vice President of Student Life (or designee).
- E. Under no circumstances may the events inhibit or hinder the normal operation of university functions. Reasonable time, manner and place restrictions will be imposed by the University of South Carolina.
- F. This procedure must be followed for all outdoor events sponsored at any university-owned or controlled facility.
- G. Safety of the event participants and university students, faculty and staff is a primary concern and will be a controlling factor in the approval of outdoor events.
- H. Regularly scheduled intramural events on campus recreation fields are exempted.
- I. For information concerning this policy or approval process, contact the Associate Vice President for Student Life (or designee).

### III. Reason for Revision

Policy organization, content, and accuracy reviewed in March 2016; no substantive revisions required.