

<b>ADMINISTRATIVE DIVISION</b> STAF Student Affairs		<b>POLICY NUMBER</b> STAF 4.06
<b>POLICY TITLE</b> Reservation of Facilities Maintained by University Housing		
<b>SCOPE OF POLICY</b> USC Columbia	<b>DATE OF REVISION</b> September 16, 2020	
<b>RESPONSIBLE OFFICER</b> Vice President for Student Affairs and Academic Support	<b>ADMINISTRATIVE OFFICE</b> University Housing	

**PURPOSE**

This policy outlines procedures for reserving spaces under the purview of the Conference Center, a unit of University Housing which provides the university with facilities large enough to accommodate university-affiliated conferences, meetings and seminars, and summer programs.

**DEFINITIONS**

**CSR:** Calendar and Space Reservation

**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.

**Calendar:** schedule or listing of events populated by event data from the CSR system, usually embedded within a public facing website or digitally displayed on a monitor.

**CSR Calendar Coordinator:** The individuals designated by a unit to review and approve requests for an event to appear on the unit’s web calendar populated by events from the CSR system.

**External Group or Organization:** Event organized by a group or organization external to the university based on contractual arrangement for use of space, including commercial events at Koger Center, Colonial Life Arena and other venues.

**General Reservable Meeting Space:** Defined as meeting facilities operated by the Conference Center at the University of South Carolina which include the Bates Social Room, Colloquium Meeting Room, Campus Room, Carolina Room, Spigner House, Tea Leaves Meeting Area as well as Residential Meeting Rooms during break and summer months.

**Event Reservation Form:** A form that all users must complete to reserve any space under the jurisdiction of the Conference Center at the University of South Carolina.

**Limited Meeting Facilities:** Defined as meeting spaces available only during the academic year to internal University Housing departments.

**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, or who engaged in prohibited conduct at a time when the individual met the above criteria. Individuals who are not currently enrolled at the university remain subject to the disciplinary process for conduct that occurred while they were enrolled.

**Summer Program Housing Agreement:** Agreement between Licensee and the University of South Carolina Conference Center for on-campus housing and a meal option for summer programs visiting the university.

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

**University-Sponsored Event:** Event organized by a group or organization external to the university but sponsored by a university unit because of mutual interest and collaboration.

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

**User:** The individual or group of faculty, staff, students, or external entity or organization requesting the use of campus space.

## **POLICY STATEMENT**

The Conference Center, within University Housing at the University of South Carolina, manages booking of designated reservable meeting spaces for university units, alumni and/or external groups or organizations. During the summer months, the Conference Center coordinates university housing in residence halls for adult and youth conferences and seminars on campus. As State property, University Housing facilities may not be used for individual financial gain.

### **A. General Guidelines**

#### **1. Alcohol Consumption**

- a. The consumption of beer, wine and other alcoholic beverages on the University of South Carolina Columbia campus is subject to South Carolina law and the Alcohol Policy and Guidelines for the University Community (<http://www.sc.edu/policies/ppm/staf302.pdf> ).
- b. Common source containers of alcohol (e.g., kegs) are not permitted at any time.
- c. Every event that serves alcohol must have the event coordinator complete the University of South Carolina Alcohol Approval Form (<https://www.sa.sc.edu/sape/files/2011/03/AlcoholEventApprovalForm1.pdf>).

- d. An event with alcohol may not exceed 4 hours, and alcohol may not be served during the last hour of the event.
- e. Events where alcohol will be served must designate a supervisor who will be responsible for the event in its entirety and will serve as the contact person in the event of an emergency. Supervisors must attend a TIPS training prior to the event. (To sign up for a TIPS training, visit the SAPE website at <http://www.sa.sc.edu/sape/alcohol-policy-workshops>.)
- f. For the Campus Room, contact on campus catering for any alcohol needs. The Assistant Director for Conferences and Events for University Housing reserves the right to designate under what conditions and in what areas group events may involve the use of beer, wine and distilled spirits.

## 2. Food Service

- a. The University's food service provider has the exclusive right to provide catering services in non-athletic venues on the University campus for pricing mutually agreed upon in Contractor's Catering Guide. Arrangements for catering are directly between function sponsors and on campus catering.
- b. If the department and the food service provider cannot agree to a schedule or menu, approval may be given by the Associate Vice President for Business Affairs for an outside caterer to be used for an event.
- c. Food service for residential meeting rooms and Bates West Social Room may contract with either campus catering or an approved RHUU caterer. For a listing of approved caterers for the RHUU please contact the administration office. An event catered by an off-campus caterer shall not be open to the general public. Events are exclusively for the sponsoring organization/department. (See BUSA 1.03 Catering for Student Organizations <http://www.sc.edu/policies/ppm/busa103.pdf>)

## 3. Priority of events

- a. The Conference Center facilities are for use by the members of the University of South Carolina community. Requests for use of the facility are processed in the following priority order:
  - i. Activities of special importance to the University
  - ii. University Housing activities and events that further the mission of University Housing or summer programs
  - iii. Traditional Activities - A traditional activity is an activity that has been presented for three consecutive years during the past five-year span

- iv. Activities sponsored by academic or administrative units. Bates West Social Room, and the Campus Room are not available for regular classroom instruction
  - v. Activities sponsored by registered student organizations. The Russell House University Union is the primary meeting space for student activities.
  - b. Registered student organizations are defined as organizations at the University of South Carolina registered and in good standing with the Division of Student Affairs and Academic Support.
    - i. Registered student groups must make reservations for space through 25Live. In addition, students must also complete the Conference Center reservation form and receive an official confirmation before the event is confirmed.
4. Reservation of rights

The Conference Center reserves the following rights:

- a. To reassign facilities to assure the maximum and most appropriate utilization of university facilities
  - b. To reassign residents within a building, after timely notification, in order to accomplish necessary repairs and renovations to the building
  - c. To revoke the campus privilege, including residency in its buildings, of any occupant whose conduct becomes, in the University's opinion, injurious or potentially injurious to the academic community
  - d. To terminate the reservation of the renting party should unforeseen emergencies occur making it advisable, illegal, or impossible to provide facilities
  - e. To add or delete from these policies any clause(s) whatsoever upon timely notification
5. Applicable laws
- a. An agreement is made and entered into by the group (herein known as a Licensee) and the University of South Carolina. This agreement is made and entered into in the County of Richland, State of South Carolina and is governed and construed in accordance with the laws of South Carolina.
  - b. All Licensees using university space are expected to adhere to all university policies, regulations, guidelines and all local, state and federal laws concerning health, safety and public orders. Failure to comply with these regulations may result in a forfeiture of the privilege of using University Housing facilities.

## 6. Liability

The University assumes no responsibility for any property of the individual or Licensee which is lost, stolen, damaged or destroyed in the University Housing Facilities at any time, including periods when the Licensee is not in occupancy. The Licensee agrees to indemnify and hold harmless the University of South Carolina, its officers, employees, and agents from any and all claims or losses accruing or resulting to any person during the performance of this contract.

## 7. Additional Guidelines for Campus Room

- a. Dancing is not permitted on the carpet. Group may rent a dance floor that is appropriate for the facility, contact will be provided by the Conference Center staff.
- b. Any music or other noise producing activity must be conducted at a level appropriate to the facility (no amplified music permitted).
- c. All functions will terminate no later than 11:00 p.m. with the area being evacuated no later than 11:30 p.m.
- d. It is the responsibility of the person heading/leading the meeting to establish guidelines and/or regulations to ensure order within the group and maintain proper consideration of other groups using the facilities.
- e. Failure to comply with the policies and procedures regarding Conference Center may subject the person or group to University and University Housing Services penalties. These can range from cancellation of the event, forfeiture of organization license, and ban from use of university facilities and/or equipment, as well as other University disciplinary action.
- f. The University of South Carolina assumes no responsibility at any time during the year for any loss or damage to property or person.

## B. Residential Meeting Rooms

1. Reservations for Bates West Social Room defined as residential meeting room are made through the Conference Center. During the academic year, all other residential meeting rooms are for University Housing events with the exception of University 101 classes which may be held Monday through Friday 8:00 a.m. – 6:30 p.m. Reservations for University 101 classes are made through the Office of the Registrar. University Housing events are made by approved supervisors. During the summer months, reservations for residential meeting rooms are made through the Conference Center.

Reservations for the Bates West Social Room and summer residential meeting room requests are on a first come, first served basis in the following priority order:

- a. University Housing activities and events that further the mission of University Housing or summer programs. During the academic year, with the exception of University 101 classes, only University Housing events will be scheduled in the rooms.
  - b. Traditional Activities – a traditional activity is an activity that has been presented for three consecutive years during the past five-year span.
  - c. Activities sponsored by academic or administrative units. University departments or faculty organizations recognized by the Faculty Senate may reserve these rooms. Residential meeting rooms are available on Friday after 5 p.m. – Saturday at 11:00 p.m.
  - d. Registered student groups must make reservations for space through 25Live. In addition, students must also complete the Conference Center reservation form <http://housing.sc.edu/capstoneconferences/meetings-and-events/venues.html> and receive an official confirmation before the event is confirmed.
2. No organization or department may sell food or contract with an off-campus caterer/vendor to sell food. Bake sales are not permitted.
  3. Groups will be charged an additional cleaning fee for any left-over food and trash not bagged and emptied in the nearest dumpster or public container.
  4. Any music or other noise producing activity must be conducted at a level appropriate to the facility (no amplified music permitted).
  5. Please refer to the general guidelines regarding alcohol consumption listed in this policy at I.A.1.
  6. Please refer to the general guidelines regarding food service listed in this policy at I.A.2.

### C. Summer Programs

1. The Conference Center is available to groups with educational objectives for residential adult and youth conferences, academic programs, seminars, internships, and youth camps.
2. Groups must meet all federal, state, city, and University of South Carolina regulations and statutes pertinent to their group (i.e. Title IX, Day Care Regulations, Visa, etc.)
3. Groups may be sponsored by a University of South Carolina academic or administrative department, which shall make all necessary arrangements with the Conference Center. All information requested must be provided, and a designee of the department must be readily accessible during the time of the conference. Any charges incurred are directed to the sponsoring department.

4. Non-university groups may contract directly with the Conference Center for event or summer housing space. All information requested must be provided and a designee of the group must be readily accessible during the time of the conference. The charges incurred are directed to the licensee.
5. The sponsoring party assumes full responsibility for the acts of the participants using university facilities and agrees to reimburse the University for any and all damages to the facility by the group. This includes loss of linen, key, equipment, or furniture.
6. The reservationist accepts requests for facilities on a first come, first served basis in the following priority order:
  - a. Conferences, meetings and seminars of special importance to the university
  - b. Conferences, meetings and seminars that have 200 residents or more
  - c. Seniority -- continuing conferences, meetings and seminars that utilize university housing on a year-to-year basis
  - d. Groups with meal plans will be given priority for residence halls that have a cafeteria in-house
  - e. All other requests are processed chronologically with priority given to earlier reservations
  - f. Within these priorities, The Conference Center reserves the right to assign facilities on the basis of the most efficient utilization of space. Certain situations may require changes in the facilities reserved by a group and may be done so by the Conference Center staff.
7. Food Service
  - a. Arrangements for cafeteria dining needs for summer programs, will be coordinated through the Conference Center. All catered dining will be arranged directly between group sponsors and on campus catering.
  - b. Groups using residential meeting space as part of their summer program are responsible for removing any leftover food and trash from the space and disposing in the closest dumpster or public container. Failure to do so will result in an additional cleaning fee.
  - c. Please refer to the general guidelines regarding food service listed in this policy at I.A.2 and also I.B.2. regarding food service in residential meeting space.
8. Consumption of Alcohol

- a. Alcohol is not permitted in designated youth buildings and any room occupied by a youth under the age of 21.
- b. Please refer to the general guidelines regarding alcohol consumption listed in this policy at I.A.1.

9. Additional restrictions for Summer Programs

- a. Possession of fireworks, firearms, air guns or other weapons is strictly prohibited. Possession may result in eviction from the residence hall and/or University disciplinary action.
- b. Mopeds are not permitted in residence halls. Bicycles are permitted in residence halls only in accordance with posted regulations.
- c. Service/assistance pets are permitted for guest(s) with special needs. All general pets are not permitted within University Housing residence halls including public areas.
- d. Hot plates and similar appliances are not permitted in rooms without a kitchen. In apartments with kitchens, cooking is allowed.
- e. Attaching an object to the premises by nail or screw or altering the premises in any manner whatsoever without prior permission of the University is prohibited.
- f. Male and female guests may share floors but will have separate bathroom facilities. Shared rooms are reserved for married couples or occupants of the same sex in accordance with South Carolina law.
- g. All individuals staying one or more nights must be paying guests.
- h. Any music or other noise producing activity must be conducted at a level appropriate to the facility (no amplified music permitted).
- i. Minors must always be supervised by trained counselors. Minors are defined as participants under the age of 18 and not a matriculated University of South Carolina student. The counselor to minor ratio required by the university follows the American Camp Association guidelines for overnight camps. The ratios are 1 counselor per 6 minors for ages 7 and 8, 1 counselor per 8 minors for ages 9-14; and 1 counselor per 10 minors for ages 15-18.

Day camp guidelines call for 1 counselor per 8 for minors ages 6-8; 1 counselor per 10 per 10 minors ages 9-14; and 1 counselor per 12 minors for ages 15-18.



## **PROCEDURES**

### **A. Reservations for Conference Center Facilities and Residential Meeting Rooms**

1. The Campus Room, Carolina Room and 14 residential meeting rooms are coordinated through the Conference Center. To see room occupancy levels, diagrams and other information, go to the University of South Carolina Conference Center webpage.
2. Request for facilities can be made online via the following request forms or by calling the Conference Center
3. The following information is needed to complete a request:
  - a. Date of Event
  - b. Meeting Room Requested
  - c. Event Start and End Time
  - d. Number of Attendees
  - e. Event Name and Short Description
  - f. Expected Number of Attendees
  - g. Name of Requestor, department affiliation, and address
  - h. Email address and phone number of requestor
  - i. Method of Payment
  - j. If charged internally, account and fund number
  - k. If food will be served provide verification that food is being procured via Carolina Catering (mandatory for Campus Room and Carolina Room)
4. Designated Residential Meeting Rooms
  - a. If you need a special set-up in these rooms, contact the Conference Center.
  - b. There is no charge for the room unless a special set-up is requested, or food and trash are not disposed of properly or if the set-u is not put back in its original form.
5. Non-University Activities sponsored by Academic or Administrative Units

- a. An academic or administrative unit sponsoring a non-departmental activity will be held responsible for the event activities.
  - b. All fees for the event will be billed to a University Department and Fund.
  - c. To complete a request for the Campus Room, Carolina Room, Top of Carolina, Spigner House or Residential Meeting Rooms you will follow procedures stated in 4.06, Section II.A.2
6. Meeting Room Confirmation - Within two (2) business days, the Conference Center will send out a confirmation whether the room is available or not.
7. Meeting Room Agreement
- a. Two (2) weeks prior to the event a member of the conference staff will confirm your meeting room needs. The Conference Center will then send out a meeting room agreement that must be returned at least five (5) days prior to the event or the reservation can be cancelled.
  - b. If paying via check, the check must be received at least three (3) days prior to the event or the reservation can be cancelled.
8. All reservations must be confirmed (set-ups, group size, times) a minimum of one-week prior to the event scheduled.
9. All cancellations of the use of the meeting facilities must be made one-week (5-working days) prior to the date reserved. Failure to do so will result in a non-cancellation fee and may also result in the loss of eligibility for use of the facilities.
10. Billing Summary: within one-week of the event, a wrap up report will be emailed to the event contact. The event contact has two (2) business days to refute the billing. After two (2) days, all billings are sent to the University Housing Business Office and billed accordingly.
11. For events at Conference Center or Residential Meeting Rooms
- a. Any music or other noise producing activity must be conducted at a level appropriate to the facility (no amplified music permitted).
  - b. Dancing is not permitted without a proper dance floor.
  - c. Standard set-ups are provided. Where special set-ups, custodial services and/or overtime payments are required, a minimum charge of will be made.
  - d. All functions will terminate no later than 11:00 p.m. with the area not later than 11:30 p.m.

- e. It is the responsibility of the person heading the meeting to establish guidelines and/or regulations to ensure order within the group and maintain proper consideration of other groups using the facilities.

## B. Summer Conference Housing Facilities

1. Seminar and camp residence halls are selected after consultation with the University Housing Master Plan, University Housing Construction and Renovations, University Housing Facilities, and the Conference Center.
2. Reservations for summer conference housing are to be made with the Conference Coordinator via online preliminary registration form.
3. Currently there are four (4) types of room options:
  - a. Traditional – share a hall bath
  - b. Suite-style – two rooms share a bath
  - c. Apartment Style 1 – two beds per bedroom with one bath
  - d. Apartment Style 2 – 1 bed per bedroom with one or two baths

All rooms have central heat and air.

4. To complete a request the following must be supplied:
  - a. Conference name
  - b. Contact person and contact information including address, email, work and cell phone numbers.
  - c. Information for sponsoring department including department mailing address, contact name, email address, and work and cell phone numbers.
  - d. Method of payment
  - e. Arrival and departure dates/times of conference
  - f. Total number of participants in program by category
  - g. Type of building and rooms requested
  - h. Linen plan

- i. Any special requests
5. Summer Program Confirmation
  - a. Between March and April, the Conference Center will send out the Summer Program Housing Agreement. All agreements are due back no later than April 15.
6. Check-in and Check-out
  - a. Check-in time is date of arrival at a time specified between Licensee and Conference Center. There may be a fee for early arrivals.
  - b. Check-out time is 10:00 AM on the day of departure. Groups checking out after this time may be assessed a fee for late departures.
  - c. All personal items should be removed prior to check-out. Room doors should be locked keys returned to the front desk of the building. Any keys not returned at departure, the Licensee will be responsible for all charges related to replacement of any non-returned issued key or access card. This charge covers the cost of a lock change or replacement of an access card.
7. Room Assignments
  - a. Licensee is to provide a rooming list to the Conference Center ten (10) days prior to the first check-in. Room assignments will be made by the Conference Center staff from the list provided by the Licensee five (5) days prior to arrival. Assignment changes will not be permitted at the time of check-in.
  - b. Licensee must provide the name of an on-site supervisor of the conference ten (10) days prior to the first check-in. All registration materials and keys/access charges will be coordinated with the on-site supervisor the day of check-in.
8. Emergency Contact Information - Ten days prior to tentative arrival date, Licensee must provide the Conference Coordinator with a schedule of all conference events and contact phone numbers, including time and place of events and Licensee designated emergency contact phone number that will be answered 24-hours a day.
9. Right of Entry - The University reserves the right to enter Licensee's rooms to inspect the premise for purposes of management, safety, health and maintenance
10. Maintenance - The Licensee agrees to provide reasonable care to rooms and furnishings and to make payment for any damages. The Licensee also agrees to be financially responsible with other residents for the protection of furnishings and equipment. The amount of such damages is to be replacement cost including material, labor and overhead to be determined by the Conference Center Coordinator.

11. Publicity - In order to ensure that the University of South Carolina and its auxiliaries are properly represented, Licensee shall provide the Conference Coordinator with an advance copy of proposed advertising for approval.

12. Cancellations - Group cancellations will be accepted provided if notification is given in writing to the Conference Center at least 30-days before arrival. Canceling within the 30-day period forfeits 10% of the estimated fee. The University also reserves the right to charge any group for direct costs incurred by the University prior to the group's canceling the conference.

### 13. Changes in Group Size

- a. A ten percent (10%) variation is permitted on the guaranteed estimate. This written guaranteed estimate must be made at least ten (10) days prior to the start of the conference.
- b. If the group size is decreased or increased by more than 10%, Licensee must notify the Conference Center in writing via email ten (10) days prior to arrival. If this does not occur, Licensee will be liable for the total number of group members accounted for in the original reservation.
- c. The Licensee agrees to be financially responsible for 100% of the guaranteed estimate.
- d. Conference Center is under no obligation to house participants once the 110% guaranteed estimate is reached.

### 14. Method of Payment

- a. Licensee can change the method of payment up until 30-days before arrival date. At 30-days out, the payment method is set.
- b. Your bill should arrive within 20-days of departure of your final group. Any error in billing must be reported to the Conference Center within five (5) days of receipt of bill.
- c. If paying by Inter-Departmental Transfer (IDT) payment will be processed within ten (10) days after receipt of the final bill unless other arrangements have been made with the Assistant Director of Conferences and Events.
- d. If paying via check, the following payment schedule applies:
  - i. 25% of agreed amount is due 30-days prior to arrival (note: if calculated bill is over \$500,000 – 50% of the agreed amount is due).
  - ii. Remainder of balance is due ten (10) days after receipt of final bill unless other arrangements have been made with the assistant director of events and conferences.

- e. Checks are to be made out to the University of South Carolina and returned with a copy of the bill may be hand delivered to the Conference Center

**RELATED UNIVERSITY, STATE AND FEDERAL POLICIES**

As applicable

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
June 1, 1992	New policy approval
April 14, 2016	Approval to host non-university groups and to bring food policy in line with the Russell House Policy.
September 16, 2020	New policy format and updated content.