

NUMBER: STAF 8.00
SECTION: Division of Student Affairs and Academic Support
SUBJECT: Visitor Center Leasing Policies and Procedures
DATE: February 5, 1999
REVISED: November 10, 2016
Policy for: Columbia Campus
Procedure for: Columbia Campus
Authorized by: Vice President for Student Affairs
Issued by: Visitor Center

I. Policy

A. General Rules

1. No person leasing the Visitor Center (hereinafter referred to as “the Center”) shall hold a party open to the public.
2. The Center is not available for booking during regularly scheduled University holidays.
3. No furniture (i.e. piano, chairs, tables) or furnishings may be moved, removed, or brought into the Center without prior approval from the Director of the Center.
4. No dancing is permitted in the Center.
5. The use of candles is strictly forbidden.
6. Events that directly support the operation of the Center will have priority.
7. Events requiring the use of the entire Center space must begin after normal office hours.
8. The facility must be vacated promptly at expiration of reserved time.
9. The use of any tobacco product is strictly forbidden in the Center.
10. All reservations require 48 hour notice. Exceptions must be approved by the Director.

11. During normal office hours, parking at the Center is available for campus participants only. Faculty, staff, and students must use their regular University parking permits.

B. Food and Beverages

1. All catering, per university policy, must be coordinated thru Carolina Catering and meet the approval of the Director of the Center.
2. Any use of alcoholic beverages must follow the Alcohol Policy and Guidelines for the university community (STAF 3.02 <http://www.sc.edu/policies/ppm/staf302.pdf>) and must be registered with the Department of Student Life.
 - a. Any alcoholic beverages required must be obtained by Lessee.
 - b. No kegs will be allowed.
 - c. When liquor is served, the person leasing the Center must be at least 21 years of age and will be responsible for seeing that no one under the age of 21 is served.

II. Procedure

A. Visitor Center – 1st Floor of McKissick

1. Lease of the Center 1st Floor is as follows:
 - a. Available ONLY to university faculty, staff, alumni, and students, free of charge for university-related business.
2. Maximum capacity is 150 persons.

B. Lee Scudder Theater

1. Lease of the Lee Scudder Theater are as follows:
 - a. Available ONLY to university faculty, staff, alumni, and students, free of charge for university-related business meetings.
2. Maximum capacity is 49 persons.

C. Center Conference Room

1. Lease of the Center Conference Room is as follows:

- a. Available ONLY to university faculty, staff, alumni, and students, free of charge for university-related business meetings only.
2. Maximum capacity is 4.

D. Care of Facility

1. Clean-up of the facility will be the responsibility of the lessee. The facility is to be left as it was found or future use may be denied.
2. Flagrant abuse or last minute cancellations may preclude future use of the Center facilities.
3. The university assumes no responsibility at any time for any loss or damage to guest property or person.
4. Before a reservation will be confirmed, a letter/email requesting use of the space, to include; date, time, number of people attending, name and phone number of person responsible for setup and clean up must be on file.

III. Reason for Revision

Policy updated to reflect current practice.