

NUMBER: UNIV 6.00 (NEW)  
SECTION: University Administration  
SUBJECT: Calendar and Space Reservation (USC-CSR) Policy  
DATE: January 12, 2015  
Policy for: Columbia Campus and Palmetto College Campuses  
Procedure for: Columbia Campus and Palmetto College Campuses  
Authorized by: President  
Issued by: Office of the President

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## I. Policy

This policy provides a comprehensive set of guidelines and procedures for the scheduling and reservation of property, buildings, facilities and grounds owned or controlled by the University of South Carolina as well as the inclusion of University-sponsored events in the calendar system, regardless of location. Use of campus spaces should be for activities that support the university's primary mission of education through teaching, research, creative activity and community engagement.

### A. Definitions

1. CSR: Calendar and Space Reservation
2. CSR Campus Coordinator: The individual responsible for administering campus-wide the USC-CSR System to enable enterprise scheduling and reservation of USC property, buildings, facilities and grounds. The campus coordinator will post University events occurring in assembly, athletic, and vendor-controlled spaces described in Section I.A.9.
3. Unit: A unit is a registered student organization or an administrative or academic-entity including office, college, school, department, center, institute, division, program and group.
4. User and: The individual or group of faculty, staff, students or external entity or organization requesting the use of campus space.
5. CSR Unit Coordinator: The individual designated by a unit to review and approve requests for space within that administrative unit. He/she will review

requests for space and will be responsible to assure any scheduled events comply with relevant university policies, legal regulations and the university mission. He/she should coordinate with the user regarding venue options such as set-up, audio-visual equipment, catering, special custodial requests, security, building access, parking and building systems (e.g., lighting, AC and heating units)

6. Appropriate Usage of Space

- a. University Event: Event organized by a university unit, including performance events for public audiences.
- b. 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.
- c. External Group or Organization with Contractual Space Rental: 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.

7. Inappropriate Use of Space

- a. Event that is mercantile in nature (beyond solicitation as defined in University Policy STAF 3.17 Campus Solicitation).
- b. Event posing a conflict of interest: Before approval for space request from an outside sponsor, Unit Coordinator should review possible direct degrees of competition between the requester and the event with the university.
- c. Event that has not been properly vetted and scheduled, including personal use without a contractual agreement for space.

8. Reservable Space Covered by this Policy: All interior, exterior and university controlled space which is located off-campus will be included.

- a. Interior Space: Interior space with use codes of 110 (Classroom), 210 (Classroom Laboratory), 350 (Conference Rooms), 680 (Meeting Rooms), 610 (Assembly), 410 and 430 (Study Rooms) and 670 (Recreation) are included. Space coded as 310 (Office) or 315 (Office Service) generally will not be included as reservable space.

- b. Exterior Space: Outdoor space defined as commonly used for scheduled events (e.g., recreational fields, Greene Street, Russell House front and rear patios, Coliseum Walkway, Pickens Street Bridge, South Caroliniana Gardens) will be included. All other outdoor space requires one time request exception.

9. Other University Spaces and Off-Campus Rentals

- a. Assembly, Athletic, and Vendor-contracted Space: Reservation requests for any University space such as Koger Center, Colonial Life Arena, Capstone, and athletic facilities that are typically used for both commercial and campus events or are controlled by an approved vendor will follow the procedures established for that facility. When a University event is approved for one of these spaces, the user is responsible for submitting the information to the University space and calendar reservation system for inclusion on the calendar.
- b. Off-campus Short-term Rental: Off-campus space leased for a particular event must have a contractual agreement and approval with the unit and university. Users must adhere to specific property procedures of that space. When a University event is approved for an off-campus rental, the user is responsible for submitting the information to the University space and calendar reservation system for inclusion on the calendar.

II. Procedures

- A. The Unit Coordinator will provide guidelines to the Campus Coordinator on reservable space, including the parameters and expectations for space usage. The Unit Coordinator is responsible for reviewing proper and consistent use of space for all users and windows of time.
  - 1. Guidelines about when the space is available for reservation for specific types of events (e.g., restrictions during university exams).
  - 2. Window of time before an event during which a reservation must be made by a user.
  - 3. If applicable, window of time before an event during which equipment and other details regarding setup must be submitted (note: arrangements for catering and other services are separate).

4. Guidelines for requirements and responsibilities of the user for building systems during afterhours (e.g., card key system). The Unit Coordinator is responsible to give the requirements for use of space (e.g., lights, security).
5. Guidelines for post-event procedures (e.g., clean-up).
6. Guidelines addressing whether space can be reserved for an extended period of time or as a contingent location.
7. Guidelines concerning recurring reservations.
8. The Unit Coordinator guidelines to the Campus Coordinator may be based on specific conditions (e.g., outdoor space activities) and prior history of the user (e.g., prior non-payment of fees, inappropriate use of space, non-compliance with policies for space usage).

B. Fees and Service charges

1. All required fees related to use of reservable space or equipment associated with that space must be approved through the annual fee solicitation initiated by the USC Budget Office.
2. Internal Users: If a space reservation includes any fees for space or equipment rental, the user should have a signed agreement reflecting these fees and terms of payment.
3. External Group or Organization: Fees for space or equipment rental must be included in the contract approved by USC General Counsel with an external group or organization. The user can be held financially responsible for any damages beyond normal wear on equipment, furniture, building, property, facilities and grounds.
4. The user can be held financially responsible for any custodial, security, parking or other facilities services required because of the scheduled event if not identified as part of the rental fee.

C. Usage Guidelines for All Space

1. Indoor and outdoor space is subject to the campus wide ban on tobacco (University Policy UNIV 5.00 Tobacco Free Campus).

2. Only assistance animals and laboratory animals are permitted. Assistance animals include service animals and emotional support/comfort animals.
3. Candles or open flames of any kind are restricted with the exception of approved catering, use in the Rutledge Chapel and if special arrangements are made with the Office of Environmental Health and Fire Safety.
4. Use of tape or other adhesives, nailing, tacking or permanently adhering items to ceilings, walls, floors, windows or doors is prohibited. Ceiling tiles, security camera systems, and fire safety equipment should not be tampered with in any space.
5. The Campus Coordinator can specify restrictions concerning how a space is used due to donor/contractual restrictions or similar considerations.
6. Events may not be announced or advertised, except to key event participants, until contracts have been fully executed by all parties.

D. Priority Assignment and Restriction of Space

1. General Classroom Space: Priority usage of general purpose classroom space is for scheduled academic courses as described in University Policy ACAF 3.15 Classroom Scheduling. General purpose classrooms are available for other usage after the master schedule is determined for a given semester.
2. Public Assembly/Event Space: Public assembly event space such as Koger Center, Colonial Life Arena, Carolina Coliseum and athletic facilities are included in this policy for inclusion on the University calendar, as described in section I.A.8. Reservations and usage requirements are determined by the facility guidelines and contractual agreements.
3. Local Unit Non-assembly Space: The local user may prioritize events within that unit over requests from outside users.
4. Cancellation of Space Reservation: The University may cancel an internal, non-contractual agreement if the University makes a good faith determination that the University's use of the space is necessary to meet the educational mission of the University or that an emergency or other circumstance requires cancellation of the agreement.
5. Non-discrimination for Assignment of Space: Requests for space usage must be reviewed in the context of this and other related policies. A request that is

compliant with these policies cannot be denied because of age, race, gender, color, sex, religion, political affiliation, sexual orientation, genetics, national origin, or disability status of the user.

### III. Related Policies

See also:

University Policy ACAF 3.15 Classroom Scheduling

University Policy BUSA 1.03 Catering for Student Organizations

University Policy FCMN 1.05 Leasing “Lease-out” of State-Owned Property to Non-University Parties

University Policy STAF 2.01 Blatt Physical Education Center

University Policy STAF 2.06 Outside User Group Policy for Campus Recreation

University Policy STAF 3.02 Alcohol Policy and Guidelines for the University Community

University Policy STAF 3.17 Campus Solicitation

University Policy STAF 3.23 Outdoor Event Registration

University Policy STAF 3.25 Use of University Facilities

University Policy STAF 3.26 Procedures for Accommodating Distinguished Guests

University Policy STAF 3.27 Russell House University Union Catering Policy

University Policy STAF 4.06 Capstone Conference Center

University Policy STAF 8.00 Visitor Center Leasing Policies and Procedures

University Policy STAF 10.06 General Information Policies: Strom Thurmond Wellness and Fitness Center

University Policy UNIV 4.00 Programs Involving Minors

University Policy UNIV 5.00 Tobacco Free Campus