Facilities Use Policies

The Armstrong Center has a separate Facilities Use Policy and is not including herein. The same applies to the University Athletic Facilities, Athletic Fields and Student Recreation Center.

Armstrong Atlantic State University Facilities

The primary function of Armstrong Atlantic State University facilities is to further the educational, cultural, recreational and athletic objectives of Armstrong Atlantic’s students, faculty, staff and administration.

Facilities are available for use by university entities, student organizations, non-university groups or any individual. The university reserves the right to deny uses of facilities by any requestor and shall be the sole judge in making the determination.

In addition to the policies set forth here, student organizations shall comply with applicable policies and procedures governing such organizations.

Subject to this policy, university facilities are available for events that do not duplicate or compete with university educational activities or which are not for profit or commercial purposes.

The university will neither allow nor deny use of facilities where the effect of allowing or denying use would be to discriminate or permit discrimination on the basis of race, sex, color, religion, creed, age, national origin, disability, or sexual orientation.

University police personnel shall have the authority to stop an event at any time if it is determined that the event cannot proceed safely. Users requesting security for a specific purpose will be charged for such services. Security will be required for non-university groups or individuals or at the university’s discretion.

Facility users are subject to all federal, state, city and/or county rules, regulations, ordinances, and statutes applicable to the university.

The university, as a place for the free exchange of ideas and views for the benefit of the community which it serves, permits communicative activity such as picketing and demonstrations on its campus subject to the following conditions:

a. Classrooms and classroom areas in university buildings are for the conducting of classes only and picketing and demonstration in such areas by non-students is not permitted. Communicative activities by students in such areas may be subject to the student disciplinary code.

b. Student housing is for private residential purposes only and is not a public area. Picketing and demonstrations in such areas by non-residents of student housing is not permitted.

c. Picketing, demonstration, or other activity which disrupts, interferes with or impedes the conduction of classes, day to day business of the university, student housing, or the orderly function of an event sanctioned by the university is not permitted.
The following university facilities may be available for use:

- Hawes Hall lecture halls and general classrooms
- Gamble Hall general classrooms
- Science Center lecture halls and general classrooms
- International Gardens Outdoor area
- Fine Arts Auditorium and general classrooms
- Ashmore Hall Auditorium and general classrooms
- University Hall lecture halls, general classrooms
- Solms Hall lecture halls and general classrooms

**Procedure for Reserving Facilities**

Any and all requests to reserve university facilities should contact Conference Services at The Armstrong Center at 912.344.3555, conferencing@armstrong.edu or via the R25 WebViewer.

Conference Services encourage early scheduling of events. However, a priority system for scheduling has been established, and is described in the section “Priority for Reserving Facilities”.

The following information must be provided to reserve a facility:

a. Type of group—university, student organization, non-university group, or other individual;
b. Date of event;
c. Purpose/type of event; in complete detail
d. Time—access to facility, doors open to public, event begins, event ends, out of facility;
e. Facility requested and
f. Special services request
g. Non-university group or individual must provide current contact information to include address and phone number

**Additional Information:**

1. All users, except university departments, must request use of lecture halls and classrooms at least two weeks in advance and use of all other facilities three weeks in advance.
2. All users, other than university departments, must complete a Request for Facilities Use form regardless of facilities use fees.
3. Non-registered student organizations, non-university groups or other individuals requesting the use of grounds, or of facilities having a capacity of more than 250 persons, must procure and have in force during the event a **comprehensive general liability policy** and shall submit to the university proof thereof. The limit for bodily injury and property damage shall not be less than $1,000,000.00 per occurrence.
4. **No such event by a non-university entity will include the serving of alcohol. No exceptions will be made.**
5. Any and all catering requests for an event taking place at any university facility must contact Indulge Catering at catering@armstrong.edu.
6. All users of university facilities wishing to sell and/or give away non-commercial wrapped food items or items taken out of commercial wrap, must obtain special permission from Indulge Catering and/or the Vice President of Business and Finance.
7. All users of university facilities wishing to sell and/or give away merchandise must inform same office of intent. All requests are subject to approval by the Vice President of Student Affairs.

After it has been determined that a facility is available, and after all related documentation is complete and appropriate fees paid (see Fee Structure section), a confirmation and signed contract if required will be issued. A facility is not reserved until a confirmation form is received. The confirmation form may be required as proof of reservation at the time the facility is occupied.
Facilities may be held for reservation for one month by university entities or student organizations and for two calendar weeks by non-university groups or other individuals. After such time the date will be released without further notice to the requestor.

**Priority for Reserving Facilities**
Priorities for the use of campus facilities are in the following order:

a. Regularly scheduled academic courses  
b. University entities activities such as rehearsals, performances, alumni and endowment association events, Division of Continuing Education Courses, development seminars and international programs.  
c. Student organizations and users receiving full sponsorship by the university  
d. Non-university groups or other individuals

To maintain these priorities, the following scheduling procedures are adopted:

a. Lecture and auditoria rooms and other facilities used by academic classes may not be reserved for use until the schedule of classes during the semester in which the event is to occur, have been confirmed.  
b. Fine Arts Auditorium may not be reserved beyond six months in which the event is to occur. Conference Services may grant special exceptions to this policy with concurrence of the Art, Music and Theater Department.  
c. Non-university groups or other individuals may not reserve Jenkins Theater. Conference Services may grant special exceptions to this policy with concurrence of the Theater Group.

**Fee Structure**
The following sections describe the two types of fees; facilities use fees and special services fees. Another section then describes exceptions to these fee structures.

**Payment of all facilities use fees or special services fees known prior to the event are due no less than two calendar weeks prior to the event.** Payment of the appropriate charges must be made before a confirmation and signed contract will be issued. Failure to pay by the required date will result in cancellation of the reservation.

Any special service fees not known prior to the event must be paid immediately upon notification by the university of such charges.

Users canceling use of facilities more than one calendar week prior to the date of the event shall be entitled to a refund of all prepaid fees with the exception of the non-refundable deposit for Fine Arts Auditorium as stated herein. Users canceling facility use less than one week but more than 48 hours prior to scheduled time shall be entitled to a fifty percent refund of prepaid fees, same exception noted. Cancellation of facilities use less than 48 hours prior to a scheduled time of use will result in loss of all pre paid fees.

**A user which has defaulted on a payment or has not complied with conditions of use shall be required to pay any previous charged and make full restitution prior to approval of future reservations requests. All payments for subsequent events must then be paid in advance to the university.**

**Facilities Use Fee Structure**
University entities and student organizations are exempt from Facilities Use Fees but are responsible for service fees. Non-university groups or individuals shall be charged Facilities Use Fees, (for exceptions see Exceptions to Fee Structure), and Service fees. Facilities Use fees shall be interpreted to include such items as light, heat, customary air conditioning, and routine custodial services. Further information on Service Fees is provided in the section "Service Fees".
Facilities Use fees are on a per-use, per day basis unless otherwise stated. Preparation, practice and rehearsal times are considered to be separate functions, unless scheduled on the same day as the event. Preparation, practice and rehearsal are defined as time spent preparing for an event; event spectator shall not be present during this time.

Lecture and auditoria rooms in University Hall, Solms Hall, Hawes Hall, Gamble Hall, Fine Arts Building, Ashmore Hall and Science Center are available Sunday through Saturday 7:00am to 10:00pm. Fine Arts Auditorium is available 7:00am to 11:00pm Sunday through Saturday. Certain University Holidays will not be available. Requests for use of facilities at times other than stated above are subject to availability and additional charges for such use will be assessed.

**Service Fees**
The user is responsible for all cost associated with use of facilities. Special service fees are determined by the department providing the service and the University Financial Services Office based on the cost to the University, and are assessed on a per hour, per person basis, with a minimum of one half hour charged for any part of an hour. Additional charges may be assessed for materials.

All users are responsible for payment of special services fees; however, facility rental fees may be waived.

Audiovisual equipment is not available for non-university users. The user, at their expense, must provide special equipment that is not available at the reserved facility.

**All tape or spike marks etc; must be removed from the Fine Arts Auditorium floor at the conclusion of the performance during load out. Failure to comply will result in a $150.00 service charge.**

**Exceptions to the Fee Structure**
At times it is to the university's advantage to sponsor the activities of a non-university group. To be considered for sponsorship the group and its proposed activity must provide significant benefit to the university, or be such that lack of sponsorship would adversely affect the university. The university is the sole judge of eligibility for sponsorship.

Sponsored groups are not subject to facilities use fees, but are responsible for special services fees. No other exceptions to the policy are included with sponsorship.

Full sponsorship is not available to an individual’s private use of Armstrong Atlantic State University's facilities. Sponsored events must meet the following criteria:

- The function or activity must further the recognized university mission of education or community service;
- Personnel of the university must be involved in the planning, implementation, and monitoring of the event;
- The university must be recognized as a joint sponsor in all publicity related to the event;
- University association with the event does not violate any other university contract, policy, or agreement; and
- Documentation acknowledging the above items are or will be met must be submitted to the facilities event scheduler.

Sponsorship is based on a per event evaluation of the above criteria and may be obtained for any university facility. Joint sponsorship users may receive a 50% reduction in the facilities use fees at the university’s discretion.
**Classroom Fee Exception**

Groups holding an event that is of benefit to the university, in the sole judgment of the university, may be eligible for exception from classroom use fees.

Classroom fee exempt events must meet the following criteria:

a. The function or activity must further the recognized university mission of education or community service;
b. The function must be of benefit to a specific university department, school or college;
c. The university must be recognized as a joint sponsor in all publicity related to the event;
d. University association with the event does not violate any other university contract, policy, or agreement; and
e. Documentation acknowledging the above items are or will be met may be required at the sole discretion of the university.

Classroom fee exemption is based on a per event evaluation of the above criteria. **Classroom exemption is not available for an individual’s use of facilities.**

Users wishing to appeal a decision made on the basis of the Facilities Use Policy must submit a letter of appeal to the Vice President of Business & Finance. The Vice President’s decision shall be final.