Responsible Person

The Director of Orientation, Civic Engagement and Student Union is responsible for maintenance of this policy and for responding to questions posed regarding this policy as he or she is responsible for the operations and management of the Student Union and Memorial College Center facility and surrounding outdoor plazas.

Purpose / Rationale

The purpose of this policy is to provide a safe venue for members of the Armstrong community including students, faculty, staff and alumni to have a safe venue on campus to gather, meet and provide programming opportunities for the university community while protecting the campus facility from physical damage and harm.

Definitions

RSO: Recognized Student Organization
SUAO: Student Union and Activities Office
A/V: Audio/Visual

Policy

Use by Affiliated Student Organizations & University Departments
University Affiliation is defined as the registration process for student organizations, which provides a student organization with access to privileges afforded only to recognized organizations. One of these privileges is the use of University facilities. University Departments include a department or college of the University, an academic or administrative unit or a faculty or staff organization.
A meeting or event conducted by a recognized university organization to further the purpose for which that organization exists (i.e., business meetings or program events of registered student organizations (RSO), departmental or college meetings, administrative meetings, general University convocations, alumni meetings coordinated by the alumni office, and recognition assemblies. Representatives of the sponsoring group and/or their advisor must be involved in the planning, implementation and monitoring of the event.

Ineligible Use
Is defined as private meetings or personal events sponsored by individual students, faculty and staff members of the university and events sponsored by tax-supported entities. This classification includes other non-university sponsored events involving a defined group of individuals whose membership is not primarily from the campus and which does not have an affiliation with a defined group on campus. These Users are encouraged to contact the Armstrong Center.

SCHEDULING PRIORITY
The Student Union and Activities staff will extend every measure of cooperation and assistance to student organizations that wish to sponsor programs. Subject to scheduling policies, procedures and priorities, space may not be available when a major campus-wide activity or function is being planned. If the reservationist cannot resolve a booking conflict the Director will be consulted. The most suitable space will be assigned for a particular program based upon information provided about the intended event. Any special arrangements for the event (i.e., any room resets, A/V equipment, tables, extra chairs, decorations, catering, security, advertisements, etc) should be requested at the time of reservation. The space request cannot be confirmed until all details have been provided and approved in writing.

Unless other arrangements are made in advance, it is understood that the facility will be returned to its original order and left clean. While no rental fee is charged to University Student Organizations and Departments for use of the Student Union and Memorial College Center, fees will be assessed for the following:

- Catering charges – Armstrong Dining Services
- University Police, if deemed necessary by management and University Police Chief
- Damage to property or equipment while under control of the sponsoring organization
- Failure to leave the facility in its original good order and clean
- Early opening or late closing of the facility
- Fees for tables, chairs and/or other equipment that have to be rented for an event
- Failure to comply with University, State and local policies or regulations

DENIAL OF SPACE
Space is available to organizations with the understanding that there will be no violation of University, state, federal or local rules, regulations and policies. If, in the judgment of the Director, any request conflicts with the educational mission of the University or might potentially result in violation of any University, state, federal or local regulations or present an unreasonable risk of harm to persons or property, such usage will not be approved. In reaching a determination to deny usage of facilities under these goals, the Director, in consultation with other University agencies, will consider the plans presented by the groups or individuals requesting the facilities, the history of such activities, and any currently known factors of scheduling priorities, intended audience and function to be presented.
Failure to Show
Student organizations or departments who fail to cancel their reservation at least twenty four hours prior to the scheduled reserved time will receive a written warning notice for the first two occurrences. On the third occurrence the organization or department will be banned for further reservations in the facility for the remainder of the semester and/or following semester.

SECURITY
Events which are likely based on historical precedent and experience, to attract crowds near to the established room/space capacities will require police officers, student security officers, and/or other security staff (at the sponsor organization’s expense) to ensure security and crowd control. The number and type of security is determined by the management and the University Police Chief with the pay rates determined by University Police.

Food & Catering
Armstrong Dining Services provides all food service to the University. Groups planning to sponsor events involving any food service must notify Student Union & Activities reservationist of the fact at the time the reservation is made. Arrangements for all catering needs must be made through Armstrong Dining Services, [http://sdxcampusservices.com/aasu/](http://sdxcampusservices.com/aasu/)

University departments and affiliated student organizations who host small group meetings with 40 or less attendees may bring in limited amounts of pre-packaged, non-perishable snack items, such as bags of chips, pretzels, boxed cookies, donuts, cake/cup cake, crackers, bagels, popcorn, nuts, bottle water and soft drinks (no red or purple drinks). Commercially prepared food items are not allowed. Such arrangements must be made known at the time of the reservation. Groups who do choose to supply their own limited snack items and supplies are expected to leave the area clean and in good order. Users may bring in pizza from outside vendors as long as the quantity of pizzas they bring in is 5 or greater. For groups who require less than 5 pizzas, they are required to use Dining Services. If the area is not cleared of all food items, supplies and equipment immediately following the function, a minimum fee of $20.00 per hour will be charged to the organization, and future food privileges may be revoked.

Student organizations and departments may sponsor cookout fundraisers for service projects as long the organization or departmental person in charge of the event signs and abides by the sanitation rules on the Grill Use Form.

A waiver may be considered if the organization, upon meeting and consulting with Armstrong Dining Services, finds that Armstrong Dining Services has determined they are unable to prepare a food for an event, the organization may bring the food for the event. This waiver may be granted for an international and/or cultural food event or an event that requires special food offerings that Armstrong Dining Services has determined that they cannot prepare.

Candles
Candles and open-flame devices (including incense) are prohibited by Fire Code. Organizations with requirements for candles during formal functions may purchase battery-operated "candles" which are suitable for such purposes.

USER FEES
Use of Student Union facilities with a standard set-up is generally free of charge. However, users may be charged service fees for special set-ups, staffing for multimedia equipment operation, cleaning,
security or access during other than regular operating hours. Such charges will be assessed regardless of attendance, location or registration requirements and include the following:

- **Late Closing Fee**: $60 per hour or fraction thereof
- **Early Opening Fee**: $60 per hour or fraction thereof
- **Unapproved Overtime Use**: $25 per quarter hour
- **Cleaning Services**: The actual cost of the cleaning
- **Food and Beverage Violation**: $50
- **Damaged Furniture / Equipment**: The actual cost of repair or replacement
- **Piano Tuning (upon request of the user)**: The actual cost of the tuning
- **Security**: Determined by University Police

Users are required to pay a deposit equal to one half (1/2) of the anticipated fee(s). The deposit is refundable up to five (5) business days prior to the scheduled event in case of a cancellation. The balance of any fees or charges must be received no later than thirty (30) days from the date of invoice. Payments may be in the form of personal or organizational check (payable to Armstrong) or transfer from a university account to the Student Union and Activities revenue account. Facilities may not be reserved for more than a year or less than 10 business days in advance. Large scale events requiring additional personnel (security, technicians, special set-up) should be submitted at least 12 business days in advance. The Director of Student Union and Activities may grant an extension of the one-year restriction for established or major campus wide annual events.

### RESERVABLE SPACES

<table>
<thead>
<tr>
<th>Indoor Spaces</th>
<th>Capacities</th>
<th>Outdoor Spaces</th>
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<tr>
<td>Tybee Conference Room</td>
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<td>Compass Plaza</td>
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<tr>
<td>Sapelo Meeting Room</td>
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<td>Skidaway Meeting Room</td>
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<td>Shearouse Plaza</td>
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<td>Galley</td>
<td>330 (Standard Set-up)</td>
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<tr>
<td>Savannah Ballroom</td>
<td>500 Auditorium, 300 Banquet</td>
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<td>Savannah Ballrooms A, B</td>
<td>150 Auditorium, 70 Banquet</td>
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<tr>
<td>Savannah Ballroom C</td>
<td>100 Auditorium, 50 Banquet</td>
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<tr>
<td>Student Union Lobby</td>
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<tr>
<td>Pre-Function Area</td>
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<tr>
<td>Mezzanine</td>
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<tr>
<td>Memorial College Center Lobby</td>
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### AUDIO/VISUAL POLICIES

Whenever additional sound, lighting or audio-visual support is required from an outside contractor for a Student Union event, any cost related to the additional equipment or its operation is the responsibility of the event sponsor. The use of additional sound, lighting and/or other non Student Union audio visual equipment, as well as the contracted providers/operators, must be approved by the Director for Student Union and Activities.

**General Guidelines**

1. Student Union audio-visual equipment may not be moved or operated except by a Student Union technician or staff member.
2. Reservation of equipment is done through the Assistant Director for Student Union and...
Activities or the SUAO Staff Assistant. Priority in room reservations will be given to groups that need equipment housed in a particular facility.

3. Equipment requests must be submitted on the Student Union and Activities Event Reservation Form. The Assistant Director or Staff Assistant will identify and resolve any equipment conflicts.

4. Student Union audio-visual equipment may not be used outside the Student Union without prior approval of a SUAO Director.

DECORATIONS
The purpose of this policy is to protect individuals as well as the facility; it’s furnishings and fixtures. Any questions regarding this should be addressed to the Assistant Director for Student Union and Activities.

Heavy articles may be hung only with permission of the SUAO. Nothing may be hung from ceiling or lights; Standing on tabletops or chairs is not permitted; Student Union furniture may not be moved without the approval of the SUAO; Tacks, nails, adhesive tape, “Scotch” or clear tape, masking tape, duct tape may not be used on walls, windows, doors, brick, or any other part of the building. “Plasti-Tak” or some other form of non-residue adhesive may be used on any surface, except on brick and fabric panels; All doors (exit, fire, interior, exterior), hallways or any other means of egress may not be covered or blocked in any manner by decorations. Exterior windows and doors may not have anything posted on them without consent.

Confetti, bubbles, or any other similar substance may be used only with the consent of the Director for Student Union and Activities. If additional cleaning is required to restore the room to its original condition the group or individual will be held responsible. Helium balloons are allowed but must be tied or anchored to prevent accidental activation of the fire alarm and sprinkler system; Liquid fueled table decorations or any highly flammable material are prohibited. Waterfalls, pools, spraying water and running water in any way for decoration is prohibited.

The use of electric holiday lights and light strings is permitted provided that no more than three strings are connected to a single power outlet or surge protector; Any special effects materials; dry ice, fog machines must be approved by SUAO Director. If the event involves “messy” materials, such as pumpkin carving, hay, straw etc., the sponsoring group must provide protective table and floor coverings. The use of live animals, regardless of size or species, for decorative or thematic purposes inside the Student Union is strictly prohibited.

Decorations and trash must be removed immediately following an event. The University does not accept responsibility for decorations or belongings left in the facility after an event.

LOADING DOCK USE
Bulky decorations or equipment for use on second floor function areas should be delivered via the Student Union loading dock and service elevator. After these items are unloaded the vehicle must be moved to allow access to the loading dock for service and other deliveries. Vehicles left parked in the loading dock area are subject to being towed at the owner’s expense. Parking is available either along Science Drive (faculty, staff or visitors with temporary permits) or the Sports Center parking lot (students, faculty, staff or visitors with temporary permits).

LOSS OF PRIVILEGES
Violation of Student Union policies and procedures may result in the loss of the privilege to use the facility and/or referral through the university judicial system. Users who are found to have broken any Student Union policy will receive a written notification from the Assistant Director for Student Union and Activities. After three violations within the academic year the user will be turned over to the Director for Student Union and Activities. Serious violations could result in immediate loss of privileges which will be determined by the Director for Student Union and Activities. Any SUAO staff member may request that a group not be allowed to use space in the Student Union, if violations have occurred. The staff member will put their request in writing to the Director of Student Union and Activities outlining the violation(s). The Director will review the request, asked the group to respond to the charges in writing, and will make a determination based on the information provided. The group will be notified in writing of the decision and will be given the terms of the sanction. The group may appeal the decision to the Vice President of Student Affairs who will be the final authority in the matter.

IMDENUMIFICATION
The group, department or organization agrees to indemnify, to the extent permitted by law, to protect, defend and hold harmless the Student Union, Armstrong Atlantic State University and its employees, and the Board of Regents of the University System of Georgia from any and all claims, losses or damages to personal property, injury to persons, government charges or fines, and costs, including reasonable attorney’s fees, arising out of or connected with any event involving the occupancy or use of the Student Union by the client, guests, or agents, except those claims arising out of the sole negligence or willful misconduct of the Student Union and Activities Staff. Failure to adhere to these policies and all applicable state and federal laws may subject the sponsoring organization to restriction of space usage privileges for the remainder of the academic year or until otherwise advised.

Related Procedures
All users of the Armstrong Student Union and Memorial College Center facilities should meet or discuss each event with a member of the staff in the Armstrong Student Union prior to the event.