

Augusta University Policy Library

Facility Use Policy

Policy Manager: Classroom Scheduling

POLICY STATEMENT

All Augusta University (AU) property is owned by the Board of Regents of the University System of Georgia. AU permits the use of campus facilities internal and sponsored external groups provided that the use of the facility is not in violation of applicable law; or any policy or regulation of AU. This Policy operates in conjunction with other applicable AU policies and facility regulations.

Priority for the use of University Property will be given to clinical, academic, research, student affairs, and administrative departments of AU. The use of University Property is subject to availability and any existing facility operating policies, the impact on the AU campus and community environment, the ability of campus agencies to control traffic and security, applicable health and safety regulations, and related federal, state and local laws.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

External Groups: Groups or entities not affiliated with AU that have been hired and/or contracted to provide a service or to conduct business on campus. These groups do not fall under any insurance coverage or self-insurance provisions maintained by AU or the State of Georgia and therefore must acquire their own liability coverage and any other insurance as necessary for risks associated with the use of the facility.

Student Group: is an organization that is registered through the AU Office of Student Life and Engagement.

University Property: includes any AU owned, operated, leased, or maintained property, including all of the buildings and grounds of the AU campus or any building or ground otherwise within the direction and control of AU.

University Unit: is any academic or nonacademic department or division or any other official AU entity, including any official department, school, or institute of AU, or any officially recognized part thereof, or any authorized student government.

PROCESS & PROCEDURES

A. General Facility Use Considerations

AU will evaluate each proposed use of facilities to ensure that it is in compliance with AU policies, Board of Regents policies, and in accordance with Georgia State Laws. Use of University Property must be scheduled through the Event System and/or the appropriate facility process, and approved through the Office of the Provost. The Office of the Provost, in consultation with the Office of the President, shall determine appropriate processes for evaluating and approving the use of University Property. The Office of the Provost is responsible for communicating whether the facility use request has been approved and the requirements for the use of the requested space.

B. Procedures for Requesting Use of Non-Public University Property

Augusta University has many areas of campus that are accessible to members of the public. Expressive activity on publicly accessible areas of campus is subject to AU's Freedom of Expression Policy. Areas of AU's campus that are not publicly accessible (such as auditoriums, lecture halls, and recreational facilities) are primarily available for use by members of the AU community with certain exceptions. Accordingly, areas of campus that are not publicly accessible may only be reserved for the following types of events:

1. Events arranged by the University (including colleges, departments, units, or employees on behalf of the University) or registered Student Organization.
2. Events arranged or sponsored by individual AU students, groups of AU students, or faculty/staff of AU (acting in an individual capacity and not on behalf of AU). The individual AU student or faculty/staff member must request the space and serve as the primary contact/planner for all event-related details. Sponsorship requires the sponsor to be in attendance at the event. The sponsor also assumes liability for any unpaid costs or property damage associated with the event. Securing a sponsor does not guarantee a reservation request will be approved; and factors to be considered include the availability of space, weather, proximity to finals and holiday breaks, and the policies and requirements of the particular facility. No member of the AU community has any obligation to sponsor an outside group or individual seeking to hold an event on the University's campus.
3. Events arranged by federal, state, and local government agencies/organizations not affiliated with AU.
4. Wedding parties and comparable private celebrations
5. Athletic events.

The following locations, which also accept reservations from the general public in accordance with their own policies and procedures:

- (a) Grover C. Maxwell Performing Arts Theatre
- (b) JSAC Ballroom
- (c) Christenberry Fieldhouse
- (d) Georgia Cyber Center

In addition to compliance with this Policy, all events at AU facilities are subject to the applicable policies and requirements of the particular facility.

The individual or organization reserving space or indicated as the sponsor on a reservation request assumes all responsibility for the accuracy and veracity of the information regarding the reservation request and related event. Individuals or organizations are not permitted to (i) reserve space on behalf of other individuals or organizations (other than in the case of a sponsored event, as described above, in which case the sponsor must clearly indicate the individual or organization being sponsored and will remain ultimately responsible for the event); (ii) transfer reservations to another individual or organization; or (iii) sublet facilities.

If AU determines that an individual or organization has engaged in such prohibited conduct or has otherwise provided intentionally inaccurate or misleading information, such individual or organization, as well as any individual or organization on whose behalf or for whose benefit the offending individual or organization is determined to have acted, will have all reservation privileges (including existing future reservations) suspended for a 6-month (consecutive) period, not including summer or break periods.

All charges will be the responsibility of the individual or organization requesting a reservation. AU colleges, departments, units, or registered campus groups will be billed for charges associated with their events. Other individuals or groups hosting events must pay associated charges prior to the date of the reservation in accordance with the applicable facility policies and requirements. The individuals or organization reserving space (including as a sponsor) is liable for any damage to the facility and may be responsible for reasonable security costs.

D. New Information or Changing Circumstances

If AU determines that, because of new information it has received or changing circumstances, its assessment must be modified, it will schedule meetings or communications with the appropriate stake holders to discuss its revised recommendations.

REFERENCES & SUPPORTING DOCUMENTS

Event Request Form: <https://www.augusta.edu/vpii/classroom-event-services/events-reservations.php>

RELATED POLICIES

Freedom of Expression: <https://www.augusta.edu/services/legal/policyinfo/policy/freedom-expression.pdf>

Minors on Campus: <https://www.augusta.edu/services/legal/policyinfo/policy/minors-on-campus-policy.pdf>

Alcohol and Other Drugs: <https://www.augusta.edu/services/legal/policyinfo/policy/drug-alcohol-policy.pdf>

Holiday, Special Event, and General Decorations Safety Policy:
<https://www.augusta.edu/services/legal/policyinfo/policy/holiday-special-event-general-decorations-safety-policy.pdf>

Advertising Policy: <https://www.augusta.edu/services/legal/policyinfo/policy/advertising-policy.pdf>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 8/2/2024

President, Augusta University

Date: 8/2/2024