

## Clayton State Event Scheduling Policy

Clayton State offers the following reservable space for Clayton State Colleges and Departments, registered student organizations, and community groups: academic classroom space, outdoor and common space, the Harry S. Downs Center for Continuing Education, the Student Activities Center (SAC), and athletics facilities.

### General

1. Academic classes have priority over all activities in university classrooms and must be scheduled prior to event scheduling. Dates to begin requesting events for each semester are determined by the Office of Academic Affairs and are subject to change based on the need of the space for academic classes.
2. Scheduling Contacts

Contact	Scheduling Need
Office of Academic Affairs	<ul style="list-style-type: none"> <li>• Academic scheduling</li> </ul>
Campus Life	<ul style="list-style-type: none"> <li>• Faculty and staff events with <u>only</u> Clayton State faculty, staff, or student attendees.</li> <li>• Student events</li> <li>• Any event in the Student Activities Center (SAC)</li> <li>• Astra Schedule questions</li> </ul>
Center for Continuing Education	<ul style="list-style-type: none"> <li>• Public organization (non-profit, for profit) events or public organization events <u>with</u> Clayton State University students, staff and faculty attendees in all spaces except for the SAC, Spivey Hall, and athletics</li> <li>• Any event in the Center for Continuing Education</li> </ul>
Athletics	<ul style="list-style-type: none"> <li>• Events in the gym and other athletic spaces, e.g. soccer fields</li> </ul>
Spivey Hall	<ul style="list-style-type: none"> <li>• Events in Spivey Hall</li> </ul>
Departments	<ul style="list-style-type: none"> <li>• Reservation of departmental space (see website)</li> </ul>

3. **Food and Beverage**- Food may not be brought into a University facility by any organized group without the first right of refusal given to the University’s contracted food service provider, Sodexo. See Sodexo’s website: <https://csudining.sodexomyway.com/> or call (678) 466-4213.
4. **Costs** - Fees may be charged to non-university groups based on the room size (capacity), group, duration of the event, and setup. Fees will be assessed for the use of the Harry S. Downs Center for Continuing Education and for the SAC based on the current fee schedule.

### Clayton State Departments

#### *Academic Classroom Space and Common Space and Outdoor Areas Reservations*

- Only designated departmental scheduling designees may submit request reservations via Astra Schedule.
- Reservation requests must be submitted **two (2) days** prior to the event.

- If your request is approved and scheduled, a confirmation will be e-mailed to you. Please remember your reservation is not final and your event location should not be publicized until the requestor receives an email confirmation where the reservation status is “SCHEDULED.”
- SAC or CE Requests - If you wish to reserve space in the SAC or Continuing Education Building, please select the space at the bottom of the form.
- Departments wishing to reserve conference rooms or other departmental space not included in Astra must contact the department directly:  
<http://www.clayton.edu/Portals/1090/Department%20Space.pdf>

### **Registered Student Organizations**

- Only the President or Director of a registered student organization may request to reserve classroom space, outdoor and common space, and the SAC in Astra Schedule. If the email and contact address submitted do not match the organization president or director, as on file with Campus Life, the Registration will be declined.
- Reservations must be submitted **ten (10) business** days prior to the event. On-campus parties must be submitted **five (5) weeks** prior to the requested date.
- If your request is approved a confirmation will be e-mailed to you. Please remember your reservation is not final and your event location should not be publicized until the requestor receives an email confirmation where the reservation status is “SCHEDULED.”

### **Not for Profit 501(c)3, For Profit and All Others (including Cities, Towns, Counties, Private Businesses, Federal Agencies, etc.)**

- Complete an event request form on the Astra Schedule website. Select Center for Continuing Education/External client if you are unsure of space or the Student Activities Center form if you wish to reserve the SAC: <https://csuastra.clayton.edu/AstraSchedule/Portal/GuestPortal.aspx>
- A representative from Continuing Education or Campus Life will contact you based on your request.

### **Changes to Reservation**

For edits to your event time/date, please email your reservation number and requested change to [CampusLife@clayton.edu](mailto:CampusLife@clayton.edu).