

CLAYTON STATE UNIVERSITY EVENT SPACE REQUEST PROCESS

All student organization activities, events, or programs on-or-off campus must be registered with Laker Life. All student organizations must request University space through Astra along with the submission of an event registration in Presence. If physical space is not required or if an event is to be held off campus, an event registration in Presence will suffice.

Event requests must be submitted a minimum of ten business days before the scheduled date and require a minimum of five business days to be processed. Please refer to the Event Registration & Reservation Policy and Late-Night Events Policy found on the Laker Life website.

All events, programs, and meetings involving a set-up require a scheduled walk-through with a designated Laker Life staff member. Event set-up requests must be submitted a minimum of five (5) business days prior to the scheduled date.

EVENT SPACE REQUEST POLICY

Student organizations are financially responsible for any unwarranted, malicious, or negligent damage to university space or equipment. Fines will be issued upon disclosure and a complete investigation.

The following regulations are intended to protect campus facilities and equipment and to ensure the safety of all patrons. Laker Life will enforce all regulations and notify the appropriate administrator of any infraction.

Campus space is reserved for student organizations, Athletics, Academic, and administrative units. Laker Life must schedule all non-academic events/meetings. Academic Affairs' reservations supersede Laker Life reservations in classroom spaces.

The usage of rooms and facilities on campus is at no charge to registered Recognized Student Organizations during regular business hours and when the event is open to all students without a charge to enter or participate. If organizations partner or collaborate with external community organizations to sponsor an event on campus, space rental fees may apply, specifically if attendance at the event is 50% + 1 non-CSU student attendee.

Laker Life reserves all administrative rights to reserve the Student Activities Center, Arbor Hall's Auditorium, Atrium, and Loft, as well as James M. Baker University Center's Commons, Loft, Main Street, Showcase Plaza, and Presidential Plaza. In addition, the Student Activities Center reserves the rights to schedule Plaza I and II, the Quad, Laker Lane, Lakeside, Amphitheatre, the university walking trail, and all greenery campus areas. Laker Life is the coordinating unit for all Recognized Student Organization sponsored events/meetings held on campus grounds.

GENERAL

1. Clayton State University and Laker Life must recognize all sponsoring units. Reservations for space may only be submitted during the current academic year. (Start of Fall Semester to the end of the Spring Semester). Student organization must be Recognized Student Organizations to reserve space.

2. All requests for space during the period in between semesters and during the week of finals or for dates on holidays or during large campus events (e.g., Commencement, Involvement Fair, Labor Day, Holiday Breaks [including holiday weekends], etc.) will be declined.
3. Reservation confirmations are not transferable. Laker Life reserves the right to amend a reservation to manage space and/or meet a university priority.
4. Sponsoring Units are not permitted to market and/or promote an event/meeting prior to receiving confirmation from Laker Life. Sponsoring Units that promote their event/meeting prior to receiving confirmation from Laker Life risk having their event/meeting cancelled.
5. Laker Life must approve all events/meetings that extend beyond normal business hours. In instances when the event/meeting extends past normal business hours, an hourly rate (fee) is required for the Student Activities Center as the space must be manned at all available times. Prior to the date of your event, host organizations will receive an invoice for the full time of the reservation.
6. Campus Space Request processing requires a minimum of two (2) business days for Student Organization Meetings in classroom spaces only. Campus Space Request processing requires a minimum of ten (10) business days for all other Student Organization reservations.
7. If the Campus Space Request is submitted less than ten (10) business days prior to the scheduled date and requires a set-up, it will be declined.
8. For all events/meetings that require a set-up, a designated member of the sponsoring unit must meet with the appropriate Department of Laker Life staff member a minimum of five (5) business days prior to the scheduled date. The following statement will accompany all Astra confirmations requiring a set:
For all set-ups needs, please contact the Student Activities Center's Technology & Communications Manager at (678) 466-5433 or TonyBerry@clayton.edu to arrange an appointment for an event in-person or virtual walkthrough. (The walkthrough should be done at least 5-business days prior to your scheduled event). Failure to complete the walkthrough will result in no customized setup.

If you have a flyer for this event, if you haven't already, don't forget to send it to Ms. LaShanda Hardin LaShandaHardin@clayton.edu for approval.
9. Sponsoring units that fail to fulfill their reservation (this includes no-shows) are subject to sanctioning by Laker Life.

Main Street

- i. 1st no-show – no reservations (Main Street only) for 30 days; all subsequent reservations during this period will be declined/cancelled.
- ii. 2nd no-shows – no reservations for 30 days + a \$25 charge. All subsequent reservations during this period will be declined/cancelled.
- iii. 3 or more no-shows – no reservations for the remainder of the current academic year + \$50 charge; all subsequent reservations during this period will be declined/cancelled.

SAC/Clayton EAST/Outdoor Spaces

- i. 1st no-show – no reservations (not including Main Street) for 30 days; all subsequent reservations during this period will be declined/cancelled.
 - ii. 2nd no-show – no reservations for 30 days + \$25 per hour per space; all subsequent reservations during this period will be declined/cancelled.
 - iii. 3 or more no-shows – no reservations for the remainder of the current academic year + \$50 per hour per space; all subsequent reservations during this period will be declined/cancelled.
10. Multiple event infractions may result in the incurrence of fees, probation, and/or suspension.
 11. The Department of Laker Life must approve all fundraisers/donation drives before space is requested.
 12. All donation drives and fundraisers requests must be submitted a minimum of ten (10) business days prior to the scheduled date. Student organizations are prohibited from hosting donation drives and fundraisers on campus without authorization from the Department of Laker Life. This includes selling water or other concessions during an event.

In addition, student organizations must deposit all raised monies in a university agency account (if applicable) by no later than one (1) business day after the scheduled date(s). Failure to deposit the funds will result in suspension of donation and fundraising privileges. Contact the Division of Student Affairs for additional information.

13. Advisors are required to attend and stay until cleaning is concluded for all late night and special events sponsored by student organizations. Failure to attend will result in cancellation.
14. All events/meetings must be concluded prior to the scheduled end time. Events that extend beyond thirty (30) minutes past the scheduled end time will be charged a fine. Future reservations will be denied, and all existing reservations will be suspended until the fine is paid. If this policy is broken more than three times per semester, the student organization may be suspended from conducting large scale/special events for the remainder of the semester.
15. Laker Life reserves the right to alter an event/meeting set-up to limit risk, ensure safety and meet any local, state, or federal standards.
16. Sponsoring units are responsible for returning the reserved space to its original arrangement. Failure to do so may result in sanctions from Laker Life.
17. Sponsoring units must clean up an event/meeting area once it concludes. This also applies to Information Table set-ups or other facility open seating/standing areas. Sponsoring units that fail to clean up their event/meeting area risk losing their reservation privilege. In addition, the sponsoring unit may be responsible for a cleaning fee due to excessive refuse and disorder of reserved space. Cleaning fee will be assessed on an hourly rate for necessary cleaning.
18. Student organizations that have incurred multiple facility damage fee and/or excessive messiness/cleaning fees during the current academic year, will be subject to an earmarked reserve fee. This fee is set aside for incidental fees that may arise. This fee is held in your agency account but will not be deducted unless fees are incurred.
19. Laker Life is not responsible for personal items left in reserved spaces.

20. Anyone caught using campus space for a non-academic purpose (i.e., not class, etc.) without authorization from Laker Life will be asked to vacate the premises immediately.

CANCELLATIONS

1. Laker Life reserves the right to postpone and/or cancel a reservation. This includes administrative discretion and due to inclement weather, where it is deemed unsafe to move forward with the reservation.
2. All postponed events/meetings will be rescheduled for the next available mutually agreeable date and time. All fees associated with the postponement will be mutually reallocated as needed.
3. All reservation confirmations must be cancelled a minimum of five (5) business days prior to the scheduled date (outside of administrative discretion, inclement weather, or emergency situation). All cancellations must be made via email to an appropriate Department of Laker Life/Student Activities Center staff member (non-student). Phone or in-person cancellations are not permitted. Failure to adhere to an Astra/space confirmation may result in a loss of reservation privileges. This includes failure to cancel a space confirmation a minimum of five (5) days prior to the scheduled date. In instances where a fee has been paid, refund restrictions will apply (see below).

Payment return: To receive a 100 % refund, the reservation must be:

- a. cancelled a minimum of five (5) business days prior to the scheduled date or
- b. cancelled due to inclement weather.
- c. The sponsoring unit will receive no refunds for cancellations received within five (5) business days of the scheduled date.
- d. In addition, the sponsoring unit will not receive a refund in instances where Laker Life had to end an event/meeting due to administrative discretion (i.e., altercation, liability, damage to facility/equipment, etc.).