

## **Birmingham-Southern College**

**Title:** Campus Facility Usage Policy

**Policy Abstract:** The Campus Facilities Usage Policy provides general guidance for use of college facilities for both on- and off-campus groups.

**Responsible Offices:** Administration and Government Relations  
Office of Facilities and Events

**Officials:** Vice President for Administration and Government Relations  
Director of Facilities and Events

**Contact(s):** Lane Estes, 226-4640, [lestes@bsc.edu](mailto:lestes@bsc.edu)  
Anne Curry, 226-4904, [acurry@bsc.edu](mailto:acurry@bsc.edu)

**Applies to:** All campus facilities

**Effective Date:** October 1, 2014

**Revision Dates:**

### **Introduction/Background**

The primary purpose of Birmingham-Southern College's campus and facilities is to serve the educational mission of the College. In conjunction with the launch of the College's electronic calendaring system, which allows for event and facility reservation requests to be processed electronically, a policy to outline campus facility usage is needed.

### **Purpose**

This policy establishes the overarching protocol for campus facilities use by both on- and off-campus groups.

### **Applicable Regulations**

SACSCOC Comprehensive Standard (3.11.1). The institution exercises appropriate control over all its physical resources.

### **Policy Statement**

Birmingham-Southern College is fortunate to have a beautiful campus and a diversity of facilities. All buildings and land belong to the College and their use is determined by the College rather than individuals or departments. The primary purpose of the College's land and facilities is to serve its educational mission, and College-sponsored events are given the highest priority for facility reservations and use of space.

## Birmingham-Southern College

Groups from outside the campus community will be permitted to rent College facilities when available and appropriate. Rental charges will apply for approved facility use by external groups. All outside inquiries for use of facilities should be directed to the Director of Facilities and Events.

On rare occasions rental charges may be waived, in whole or in part. Criteria for waiver may include, but are not limited to consideration of a groups and/or events which offer direct and significant educational, recruitment or community relations benefits to the College. Requests for fee waivers may be made to the Director of Facilities and Events and final determination will be made in consultation with the Vice President for Administration and Government Relations.

### Details

#### **Campus Calendar/Facility Reservation Procedures**

- A. For internal and external groups, initial contact is made by submitting the facility reservation request form available at <http://events.bsc.edu>, or by contacting the Facilities and Events (F&E) Office (ext. 4904 or 4994; [acurry@bsc.edu](mailto:acurry@bsc.edu) or [kgladney@bsc.edu](mailto:kgladney@bsc.edu)).
- B. For internal and external groups the availability of the facility will be checked and temporarily reserved, if available. A Campus Facility Reservation Request must be on record in order to finalize a date on the calendar, even if the date has been temporarily reserved via telephone or email. **The request form must be received by the F&E Office a minimum of 10 working days prior to the event to allow time for all necessary arrangements to be made. If the request form is not submitted, the reservation is not guaranteed and may be forfeited.**

**Below is a list of individuals responsible for various campus facilities and to whom questions may be directed. The online event submission request form will automatically route a request to the appropriate person for each facility.**

<b>Facility or Location</b>	<b>Contact</b>	<b>Phone</b>
Academic Quad	Anne Curry	4904
Admission Welcome Center	Becky Baxter	7849
Alumni Plaza	Anne Curry	4904
Andrews Green	Anne Curry	4904
Art Gallery	Jim Neel	4925
Art Seminar Room	Jim Neel	4925
Bruno Conference Room	Anne Curry	4904
Bruno Guest Rooms	Kathryn Banks	4994
Chapel	Anne Curry	4904
Classrooms	Susan Willard	4677
Coliseum	Anne Curry	4904
Coliseum VIP Suite	Anne Curry	4904
College Theatre	Judy Pandelis	4782
Commuter Lounge	Student Dev.	4729

## Birmingham-Southern College

Computer Labs	Susan Willard	4677
Ecoscape	Roald Hazelhoff	4934
Edwards Bell Tower	Anne Curry	4904
Executive Dining Room	Anne Curry	4904
Food Court	Anne Curry	4904
Hanson Solarium	Tommy Murphy	4723
Hanson Loft	Religious Life	4760
Harbert 128 (Auditorium)	Anne Curry	4904
Hill Amphitheatre	Anne Curry	4904
Hill Blue Room (Lobby)	Anne Curry	4904
Hill Recital Hall	Anne Curry	4904
Honors House	Tommy Murphy	4723
Hulsey Hall	Becky Baxter	7849
Intramural Field	Mike Robinson	4936
Leadership Studies/ OIP Conference Room	OIP Office	7717
Library Auditorium	Eric Kennedy	4740
Library Facilities	Eric Kennedy	4740
Library Plaza	Eric Kennedy	4740
Munger Auditorium	Anne Curry	4904
Munger Room 12	Rhonda Constance	4651
Norton Atrium	Anne Curry	4904
Norton Conference Rooms (Owenton, Greensboro)	Robby Prince	7791
Norton Great Hall	Anne Curry	4904
Norton Theatre	Anne Curry	4904
Polling Booth	Joanna Jones	4722
President's Dining Room	Anne Curry	4904
Residence Hall Deck	Tommy Murphy	4723
SGA Room	Robby Prince	7791
Southern Environmental Center	Roald Hazelhoff	4934
Sports Center	Mike Robinson	4936
Sports Hall of Fame Room	Joe Dean	4938
Stephens Conference Center	Anne Curry	4904
Stephens Science Center Atrium	Anne Curry	4904
Stephens Science Center Auditorium	Patty Henry	4870
Stockham Parlor	Anne Curry	4904
Striplin Phys. Fitness/Rec Center	Mike Robinson	4936
Student Dev. Conference Rooms	Robby Prince	7791
Urban Environmental Park	Anne Curry	4904
Wood Room (Library)	Eric Kennedy	4740

C. Facilities usage rates will apply except in special circumstances as noted earlier. Generally, rate structures fall into three groups: Group 1 – constituents of the College (academic events, student groups, admission events, special events, academic events). There is no facilities usage charge; Group 2 – discount rate offered to groups whose programs offer a

## Birmingham-Southern College

- direct and significant educational, recruitment, or community relations benefit for the College; or Group 3 – full rate applied for outside groups.
- D. The primary purpose of the College's land and facilities is to serve its educational mission, and College-sponsored events are given the highest priority for facility reservations and use of space. Generally, the hierarchy for approval of campus events follows the following order:
1. Academic Calendar (opening of school, provost's forums, advising meetings, exams, commencement)
  2. Admission Events (preview days, Sample 'Southern, Select 'Southern)
  3. Special Events (homecoming, family weekend, alumni events, fine and performing arts events)
  4. Student Events (Stirling Lecture, SOCO, E-Fest)
  5. Outside Groups/All Others
- E. If special arrangements (including equipment, furnishings or set-ups) are required for any requested campus facility, arrangements must be made with the F&E Director, and those arrangements must be specified on the facility request form. The request for setup and equipment must be included on the resource segment of the online facility request form.
- F. When the form is received and processed, this will officially reserve the facility. An email confirming the reservation will be sent to the requestor. If it is determined that equipment must be rented and/or additional security is required in conjunction with the event, this information, along with the estimated costs, will also be provided to the requestor.
- G. The Campus Calendar is automatically updated.
- H. Arrangements for audio/visual equipment must be made through the F&E Office. **The requestor is responsible for operation of the equipment unless arrangements have been made for A/V technical support through the F&E Office. If arrangements for an A/V technician have not been made and damage to the equipment occurs, the requestor and/or the requestor's department will be financially responsible for repair or replacement of the damaged a/v equipment.**

### General Guidelines for Use of all College Facilities

- A. Any visiting group approved to use BSC facilities must have an on-campus sponsor, and that sponsor must be present at the group's event on campus. The party signing the Facility Reservation Form will be held responsible for adherence to campus policies.
- B. Anyone using space within a campus building should leave the room(s) neat and orderly upon departure, with furniture and room(s) returned to original condition. Garbage and trash should be collected and left accessible to the housekeeping crew. All lights should be turned off when facility is not in use. Failure to adhere to these rules may result in a clean-up charge to the requestor or requestor's department.
- C. All decoration proposals must be submitted to the F&E Director for approval and coordination.

## Birmingham-Southern College

- D. **No posters or other signs may be hung on glass, painted surfaces, walls or doors.**
- E. Tape may not be used to hang signs.
- F. All decorations must be removed at the conclusion of the event.
- G. Nothing may be pinned, taped or otherwise affixed to the drapes in Munger Auditorium or the Great Hall.
- H. The moving of college furniture must be done by Birmingham-Southern Operations staff.
- I. For events held at times outside normal business hours (8:15 a.m. - 4:45 p.m. on weekdays), and for events held in college facilities normally kept locked, Campus Police must be notified when the event has concluded.

## Food Service

Requests for food and refreshments for an event must be received by Food Service (ext., 4712, or [nphillip@bsc.edu](mailto:nphillip@bsc.edu)) a minimum of 10 days prior to your event.

Tablecloths, including table skirting, must be ordered through Food Service. Ice Water, Pitchers & glasses also must be ordered through Food Service (for speakers at podiums, panels, etc.).

The College food service provider shall be given first right of refusal in catering or otherwise providing food and refreshment service for campus events.

### Definitions

SACS-COC, Southern Association of Colleges and Schools – Commission on Colleges

### References

*SACSCOC The Principles of Accreditation 2012 Edition*