Campus Center Reservations

All reservations are made in the Campus Center Administrative Offices. The following are the General Guidelines for All Events in the Campus Center:

1. All reservations for registered student organization must be made by the organization president or advisor.
2. Organizations will be responsible for adhering to all policies and procedures regarding security, conduct and damages as per the policies and procedures for the Campus Center. A copy will be available in the Campus Center Administrative Office.
3. Attendance at events will be limited to the posted room capacity.
4. The sponsoring organization will be held liable for damages to the facility and its equipment. Damage to the facility may lead to complete cessation of future reservations and use of facility.
5. Reservations will be made according to the Campus Center priority list. An approved Event Request Form may be required to determine appropriate priority and final approval.
6. Student Organizations may only book rooms for their meetings in the Campus Center a month in advance. They may begin booking rooms on the 15th of each month for the next month. This does not apply to large events they may want to book in the ballroom. Those may be booked farther in advance.

Charges

There is no charge to use the meeting rooms for on campus groups. Non-university groups will be charged a fee to use the meetings rooms. A charge may be assessed for open events (defined below) and any events requiring a special set up or equipment. A charge may be assessed for excessive clean-up if a group does not have people do a general clean up and the custodial staff must take more time than usual to clean a room after an event.

Code of Conduct for Events

Conduct which is obscene or patently offensive to the prevailing standards of an academic community is prohibited. The Campus Center prohibits such actions as stripping, nudity, obscene gestures or actions, and lewd or indecent dancing or acting. Users of the fitness facility must abide by posted dress codes.

All Campus Center events must comply with all University policies and procedures.

Violation of the Campus Center or other University policies could result in loss of use of the Campus Center facility.

All University policies are available at www.westga.edu/documents/studentHandbook

Reservation Priorities

The Campus Center was built with student fees to enhance the social, cultural and recreational life of students. Certain major University events will be scheduled first each year (i.e. this could include orientation, Homecoming events, etc). The reservation priorities for the other events are as follows:

1. Registered student organizations
2. Student Services programs
3. Academic and Administrative Departments
4. Non-University groups (non-profit and for profit). Non-profit groups must provide the Assistant Director for Operations a copy of the IRS Form 501-c (3). All Board of Regents and UWG policies, such as those for insurance coverage, apply.

Reservations for rain sites, practices and set up days are rarely approved.
The full ballroom may only be reserved 3 times in a semester and the \( \frac{1}{2} \) of the ballroom 4 times in semester by student organizations. Meeting rooms may only be reserved three times in one week for 2 hours per meeting. Because the gym will be in use most of the time for Campus Recreation events or free play, they will seldom be available for reservations. In the event they are available, the same priorities and policies apply.

**Gym 2 Policy**

The gym may be reserved for athletic events and can be used for small practices and rehearsals.

If used for a rehearsal/practice there can be no more than 25 people total in the gym. No large event form is required for this. If numbers exceed 25 then you will be asked to leave and lose your privilege of using the gym.

If used for an athletic event a large event form must be completed 7 days prior to the event.

University police are required to work the event and the organization must pay for the officers.

Total occupancy for seating in the gym is 250. You may not exceed this or the event will be shut down.

No set ups, DJ’s etc are allowed. No food allowed. Only students with a valid ID may attend.

Students must go through the turnstile and go upstairs and enter the gym on the side of the bleachers.

If these policies are not followed then the event will be shut down and you will lose the privilege of using the facility.

**The following are definitions of university-sponsored events:**

Structured Events: Events which have a planned program or agenda and at which the audience is seated. Typical examples of these events are formal or semi formal “drop in” receptions, fashion shows, concerts, dinners, theaters and general meetings.

Unstructured Events: Events that do not have a planned program or agenda. Typical examples of these events are dances and parties.

Closed Organizational Events: Events designed to foster a sense of social, educational and cultural development for the University community and are only open to organizational members and a specific number of guests.

Closed University Events: Events designed to foster a sense of social, educational and cultural development for the University community and are open to University students, faculty and staff.

Open Events: Events which are open to the University community, and the general public.

**Security Requirements**

The sponsoring organization will be responsible for all costs associated with security. The number of security personnel required will depend on the type of event and the number of expected guests. University Police will determine the number of security required. A “large-events” form will need to be completed for all unstructured events and for all open events.

**Guidelines for Table Reservations**

There are approved locations for table set ups inside and outside the Campus Center. The Assistant Director for Operations must approve any exceptions. Reservations may be for no more that three consecutive days. Tables must remain in the assigned area.

1. Groups will be assigned a table number when they reserve a table.
2. Groups not arriving within a half hour of their reservation risk losing their table reservation.
Campus Center policies will be reviewed on an annual basis. The final decisions regarding the policies and procedures of the Campus Center will be made by the Campus Center staff.