

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: Office of Administration
Office of Facilities and Events

Officials: Vice President for Administration/COO
Director of Facilities and Events

Contact(s): Lane Estes, 226-4640, lestes@bsc.edu
Travis Prince, 226-4994, twprince@bsc.edu

Applies to: All campus facilities

Effective Date: October 1, 2014 Revised September 22, 2021

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.

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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. 4994 or 4904; twprince or acallens@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 departments 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.

Facility or Location	Contact	Phone
Academic Quad	Facilities and Events	4904
Admission Welcome Center	Admissions	4696
Alumni Plaza	Facilities and Events	4904
Andrews Green	Facilities and Events	4904
Art Gallery	Art & Art History	4925
Art Seminar Room	Art & Art History	4925
Bruno Conference Room	Facilities and Events	4904
Bruno Guest Rooms	Facilities and Events	4904
Chapel	Facilities and Events	4904
Classrooms	Records	4677
Coliseum	Facilities and Events	4904
Coliseum VIP Suite	Facilities and Events	4904
College Theatre	Theatre	4782
Commuter Lounge	Student Dev.	4729

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Computer Labs	Records	4677
Ecoscape	Environmental Ctr	4934
Edwards Bell Tower	Facilities and Events	4904
Executive Dining Room	Facilities and Events	4904
Food Court	Facilities and Events	4904
Hanson Loft	Religious Life	4760
Harbert 128 (Auditorium)	Facilities and Events	4904
Hill Amphitheatre	Facilities and Events	4904
Hill Blue Room (Lobby)	Facilities and Events	4904
Hill Recital Hall	Facilities and Events	4904
Hulsey Hall	Admissions	4696
Intramural Field	Athletics	4935
Leadership Studies/ OIP Conference Room	OIP Office	7717
Library Auditorium	Library	4740
Library Facilities	Library	4740
Library Plaza	Library	4740
Munger Auditorium	Facilities and Events	4904
Norton Atrium	Facilities and Events	4904
Norton Conference Rooms (Owenton, Greensboro)	Student Development	7791
Norton Great Hall	Facilities and Events	4904
Norton Theatre	Facilities and Events	4904
President's Dining Room	Facilities and Events	4904
Residence Hall Deck	Student Development	4723
SGA Room	Student Development	7791
Southern Environmental Center	Environmental Ctr	4934
Sports Center	Athletics	4935
Sports Hall of Fame Room	Athletics	4935
Stephens Conference Center	Facilities and Events	4904
Stephens Science Center Atrium	Facilities and Events	4904
Stockham Parlor	Facilities and Events	4904
Striplin Phys. Fitness/Rec Center	Athletics	4935
Student Dev. Conference Rooms	Student Development	7791
Urban Environmental Park	Facilities and Events	4904
Wood Room (Library)	Library	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 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

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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.
- 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.

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- 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.

Dining Service

Requests for food and refreshments for an event must be received by Dining Services (<https://bsc.cafebonappetit.com/catering/>) a minimum of 10 days prior to your event.

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

The College Dining 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