

## Lander University Student Facility Request Policies and Procedures

All facilities requests from students and student groups are now online and are facilitated by the Department of Student Life. Please read through this document regarding the new process as well as policies and procedures to reserving a space on campus.

In order to request a facility, **recognized student organizations** must be in good standing with the University (refer to organization policy of good standing). Lander University will make every effort to provide facilities to accommodate university departments, divisions and registered student organizations through the facility reservation process. Due to the limited number of available facilities, the university will reserve the right to assign and/or change locations for groups utilizing university facilities in order to gain the most efficient use of the facilities. Requests for a facility may be denied due to a lack of available university personnel to perform a specific job function such as custodial, policing, lighting and sound technicians, stage crew, etc. In addition, the university may deny requests for facilities due to conflicts with class schedules, special events or activities or other university-wide events such as Welcome Week, Family Day and Homecoming. Student Organizations may not hold events after the last day of classes for the fall and spring semesters.

### **IMPORTANT INFORMATION:**

1. Economy of scale: The facility coordinator will attempt to match organization membership numbers to the appropriately sized room, providing the room is available.
2. The facility request must be for a recognized student organization, not a student organization serving as a front for a program or activity by an outside group.
3. **The university reservation policy states that student organizations will be responsible for any damages that may occur to a facility during the time that they have it reserved.**
4. Student organizations may not sponsor any program that is open to the general public unless there is previous authorization by the Department of Student Life. Programs or activities at which admission fees are charged or money is collected or donated, may result in the sponsoring organization being responsible for fees such as building use fee, police services, custodians, lifeguards, etc. (Refer to fundraising section.)
5. For some events, University Police officers are required to be in attendance. The director of Student Life will notify the student group when this is required. There may be instances when the university will charge for clean-up, security, special lighting, musical instruments, etc. The coordinator of facilities scheduling will determine charges when the request is reviewed. **NOTE: Faculty or staff advisors must be present at all events held in the Cultural Center Auditorium, the Horne Arena and Sproles.**

### **Tables in the Commons or Plaza**

1. A facility request form is NOT required to reserve a table in the Commons or Plaza, unless food is served, in which you must speak with Dining Services approval. However, when you come by Student Life to pick up your table and chairs, please tell the student worker or a staff person in the office whether this is a fundraiser or volunteer service (your approval for either will be verified at this time).
2. A validated Lander University student ID must be presented to the Bearcat Lounge student worker in Student Life in order to check out a table and chairs.
3. If the table is for a fundraiser, please let the student worker know; they will then verify with one of the staff that the fundraiser has been approved.
4. The Department of Student Life reserves the right to refuse the reservation of a table if deemed necessary.
5. Radio edited music may be played on a low level to provide ambiance for the surrounding area of the table, but if the music is deemed to be inappropriate by the Department of Student Life professionals/staff members or the sound level is too high then the music must be turned off.

## Firepit Reservations

The Department of Student Life oversees the reservations of the Firepit located by Centennial Residence Hall. Please review the guidelines below and complete the form. If you should have any questions, please contact [studentevents@lander.edu](mailto:studentevents@lander.edu).

### **Review the guidelines below. When you sign the document, you are complying to the following:**

**Guest Policy:** As stated in the Lander University Student Handbook, Lander University students are responsible for the conduct of their guests.

**Alcohol Policy:** Alcohol is not permitted on the grounds of the fire pit as per the Lander University Student Handbook. Firepit users must also not have consumed any alcohol prior to using the pit as well.

I release Lander University and their agents and employees of all liability, on any legal theory, including negligence, concerning any injury or death resulting from the use of this equipment. I promise not to sue or attempt to impose such liability.

I realize that I alone will be liable for any injury to any person resulting from recklessness or negligent use of this property. Because of this, I will inform all persons using the equipment of the provisions of its agreement and observe safety precautions when using it.

### **Fire Management Protocols:**

Only firewood is allowed to be burned in the fire pits and all accelerants are prohibited unless used by Safety and Security personnel. These accelerants include (but are not limited to) gasoline, diesel fuel, kerosene and lighter fluid. Fires shall be contained in the permanent fire pit. Periodically check the fire throughout the event and will clean up the pit immediately afterwards.

Allow ashes to cool in fire pit for as long as possible and cover pit with lid and lock both locks onto pit/stand. Under no circumstances are you to dump ashes or coals into vegetated areas including the forest, bushes and grassy areas. While coals may appear to be cool it is possible for them to reignite.

I agree to pay for the costs of any repair or replacement that may be done to keep the equipment in the same condition it was when checked out to me. I also agree to abide by the fire management protocols detailed above.

### **Greenwood City Ordinances:**

- Sec. 18-52. Unreasonably loud, disturbing or unnecessary noise. It shall be unlawful for any person to create, assist in creating, permit, continue or permit the continuance of any unreasonably loud, disturbing or unnecessary noise in the city.
- Sec. 18-60. Playing after 11:30 p.m. It shall be unlawful for any person to play any radio, phonograph or musical instrument in such a manner or with such volume, particularly between 11:30 p.m. and 7:00 a.m., as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, hotel or other type of residence.

## How to Reserve a Facility (All requests are now completed online.)

1. Plan ahead - facility requests must be submitted NO LESS THAN two weeks in advance.
2. Obtain and fully complete a facility request form from the Department of Student Life. The link to the form is here. ([STUDENT FACILITIES REQUEST FORM](#))
3. The requestor must complete the form. **A confirmation will be sent to the President of the Student Organization.**
4. A Student Activities Event Coordinator will be assigned to your request. You may contact them with questions or concerns. Please be aware that it is imperative that the requestor and the President check their Lander email frequently for updates.
5. The SAEC will serve as the liaison between your request and campus partners (i.e. Tech Crew, Facilities Management, Physical Plant, LUPD-Security). **Not checking or responding to emails may delay the approval of your request.**
6. **YOUR REQUEST IS NOT APPROVED UNTIL THE PRESIDENT RECEIVES:**
  - a. A confirmation email from Elizabeth McCune, the coordinator of Facilities Scheduling.
7. DINING SERVICES: **Please be aware that if you are planning to have food at your event, you must seek approval from Dining Services. Please contact Kristin Brannon for more details.**
8. **If your set-ups/special requests (i.e. tables, chairs, audio-visual equipment) are not listed on the facility request, accommodations will not be made.**
9. You may advertise your event or meeting only after you receive the email confirmation (**please refer to posting policy**). You may need to present the facility confirmation when getting flyer approved.
10. Security fees may apply for your reservation. University police will make this determination. The SAEC will reach out to LUPD to review event requests.
11. The Bearcat Lounge may **not** be closed for student organization events/meetings and can only be reserved if the event is open to the entire student body. In the event the Bearcat Lounge is being used, students should not be asked to leave the space or feel unwelcome during set up or the duration of the event. The Bearcat Lounge serves first the purpose of being a student lounge space and second to holding an event. In no given week should events be taking place in the lounge more than it is being used for general student usage.
12. If you no longer need a facility, please contact [studentevents@lander.edu](mailto:studentevents@lander.edu) or Elizabeth McCune to cancel your request, preferably 48 hours in advance. All facilities must be left in clean condition with furniture in the original location.
13. All University policies and regulations apply when using facilities.