



Facilities Usage Policies and Procedures

POLICIES

General

Campus spaces at Erskine College and Theological Seminary are intended to promote the educational mission of the institution—to *glorify God as a Christian academic community where students are equipped to flourish as whole persons for lives of service through the pursuit of undergraduate liberal arts and graduate theological education*. Priority will always be given for educational and scholarly purposes. The campus is open to the public and non-academic events on a limited basis in the sole discretion of Erskine. Erskine reserves the right to reject requests for use of space if Erskine in its sole discretion deems the intended use to be inconsistent with, or contrary to, Erskine’s mission.

When reserving or scheduling use of space on campus, consideration shall be given according to the following factors:

1. All activities must be consistent with Erskine’s mission.
2. Closure by the Facilities Management Department or unavailability of space due to maintenance, repair, or other reasons.
3. Academic activities directly related to the institution shall be given top priority.
4. Student activities sponsored by recognized student organizations shall be given priority over off-campus organizations and individuals.
5. Activities sponsored by off-campus organizations or individuals meeting the other criteria defined in this document may be permitted as space is available.

Spaces

Academic space includes facilities and areas that are designated and primarily intended for teaching and learning. Academic space includes all classrooms, seminar rooms, lecture rooms, athletic space, labs, and meeting rooms.

Residential space is designed and primarily used for residence life, student housing, and guest housing.

Dining space includes Moffatt Dining Hall, the Founders Room, Java City, and Snappers.

Other space refers to all other rooms and areas that are not primarily academic, residential, and dining.

Costs

Costs associated with preparing and maintaining campus facilities shall be prescribed through the Facilities Use Fee Schedule as attached to this policy and available from Erskine's Facilities Management Department. Access to complimentary or discounted use shall be determined according to the following schedule:

Category A: **No charge for facility use**

Direct academic activity usage for which no fees are being charged to participants, including reservations being made to conduct class, laboratory, extra-curricular, and co-curricular activities by current faculty, staff, and students of Erskine. This category also includes institution-sponsored fundraising, athletic, music, and like events.

All Erskine employees are allowed to use institution recreational facilities free of charge. Some of these facilities include the swimming pool, fitness and weight room, climbing wall, basketball courts, volleyball courts, racquetball courts, and tennis courts. For more information, employees should contact the Athletic Department at (864) 379-8859. While Erskine is in session, students have priority use for recreational facilities. It is the responsibility of the employee to **actively supervise his/her child(ren)** when using Erskine recreational facilities, and such use is at the employee's (and his/her family's) own risk.

Category B: **50% of facility rental fee**

Faculty and staff (retired or currently employed) and students enrolled at Erskine who are:

1. Charging a fee or retaining personal profit for an event or conference for institution or non-institution participants, with no financial return to Erskine;
2. Hosting a personal event outside the educational mission of Erskine, such as business activities, parties, and weddings.

Category C: **50% of facility rental fee**

Not-for-profit organizations in Abbeville County (e.g. high schools, civic organizations, etc...) may rent Erskine facilities at a discounted rate of 50%, subject to the policies and procedures contained herein.

Category D: **Full facility rental fee**

Use of campus facilities and areas by external organizations and individuals is subject to the full rates prescribed by the Facilities Use Fee Schedule.

The President or the Senior Vice President for Finance and Operations (in consultation with other Vice Presidents or Department Heads, as needed) may reduce or waive the applicable charge for space as determined on a case-by-case basis. Such reductions or waivers should be considered rare and a true exception to Erskine's policies.

Equal Opportunity

While it is the policy of Erskine not to discriminate on the basis of race, color, pregnancy, religion, national or ethnic origin, sex, age, veteran status, and disability or any other status protected by federal, state, or local law, Erskine reserves the right, in its sole discretion, to refuse any person or organization the use of its facilities if such use is not consistent with the institution's mission or space availability.

PROCEDURES

In all cases of scheduling and reserving academic space, Erskine's classes, seminars, discussion sessions, examinations, and other use of space for degree-program purposes take precedence over other uses.

Every effort should be made to schedule facilities well in advance, especially events of higher priority, in order to avoid potential conflicts. However, certain circumstances can necessitate a change in plans. In those cases, a request may be made of the person responsible for the original request/reservation with an expectation that a cooperative attitude will prevail.

To reserve a campus facility or space for an event:

Category A:

Complete the "Propose an Event" section under the "Calendar" tab on the Erskine web-site home page located at www.erskine.edu. The individual making the reservation request will receive a confirmation by e-mail regarding the availability of the space. Questions regarding space availability should be directed to the Facilities Management Department at (864) 379-8810.

Applicants requiring food service must contact Aramark Food Services directly at (864) 379-8835 to provide all catering on campus. Food and beverages may be supplied and dispensed by an outside agent only with the prior written approval of the Aramark Food Services Director.

A completed electronic request form will be required before faculty, staff, and student activities are authorized and scheduled.

A space is not considered "reserved" until the Facilities Management Department provides confirmation to the applicant.

Categories B, C, and D:

Complete the Erskine "Facilities Usage Request/Agreement" form located on the Erskine web-site under "Faculty and Staff" and then "Facilities" and forward the completed form to the Facilities Management Department by e-mail at busby@erskine.edu or by fax at (864) 379-2185. Blank forms may also be obtained by calling the Facilities Management Department at (864) 379-8810.

Applicants requiring food service must contact Aramark Food Services directly at (864) 379-8835 to provide all catering on campus. Food and beverages may be supplied and dispensed by an outside agent only with the prior written approval of the Aramark Food Services Director.

A completed Facilities Usage Request/Agreement form will be required before faculty, staff, and student activities are authorized and scheduled.

A space is not considered “reserved” until the Facilities Management Department provides confirmation to the applicant.

In addition:

1. In all categories (A through D), certain events may require additional services such as extra custodial, set-up, security, and/or insurance. Additional charges will be reflected in the final billing invoice and will be discussed in advance with the applicant, when possible. Accounts not settled within 30 days after the invoice is rendered will be assessed a monthly service charge.
2. Category B, C, and D applicants that cancel contract arrangements less than two weeks prior to arrival will be assessed a \$100 administrative fee.
3. All Category C and D applicants must furnish a *refundable* damage deposit* and a *certificate of insurance* naming Erskine College as an additional insured to rent facilities on campus prior to the scheduled event.
4. The sponsor is responsible for enforcing Erskine policies while utilizing campus facilities. Individuals and/or groups who fail to enforce these policies may be denied the privilege to use Erskine facilities in the future. Additionally, any and all users shall indemnify, defend, and hold harmless Erskine, its officers, trustees, agents, and employees from and against any and all claims, damages, expenses, including an amount equal to reasonable attorney's fees, or liabilities arising out of or damage to any property, or of death or injury to any person or persons. Contact the Facilities Management Department for a detail of Erskine's policies.
5. All individuals or groups contracting to use Erskine space must assume additional non-routine expenses as determined on a case-by-case basis. Non-routine expenses include, but are not limited to: any staff overtime necessitated by the event; equipment or services not customarily supplied by the institution; added security personnel; any special cleaning necessitated by the event; and property damage caused by the event or its participants. Additional charges will be reflected in the final billing invoice and will be discussed in advance with the applicant, when possible.
6. No applicant may serve or sell alcoholic beverages, possess any kind of firearms or other dangerous weapons, or use fireworks on Erskine premises.
7. The sale of merchandise or services of any kind is prohibited on Erskine property except upon prior written permission. Promotional materials for the sale of merchandise or services are also prohibited.
8. Applicants are advised that other events may be held on campus during their conference, event, or meeting.
9. Erskine reserves the right to cancel or reschedule an event or conference due to unforeseen circumstances or acts of God.

10. Erskine maintains a limited inventory of audio/visual equipment and other equipment for lectures and presentations which may be rented. Inquiries and interest in such equipment should be indicated on the usage request form.
11. No furniture or equipment within a classroom, laboratory, athletic facility, meeting room, or other Erskine facility or space is to be removed or exchanged without prior written approval. All room modifications to alter the configuration or use of the room require prior written approval.
12. Erskine prohibits the taping or tacking of information to walls, doors, or in building corridors or entries.
13. Smoking is not permitted inside any facility and is limited to designated areas outside each building.
14. Erskine prohibits pets (other than those assisting one with a disability) on campus, including in its buildings.

** The damage deposit is refundable provided that the space used is left in good condition.*