User Group Rules Concerning Use of Outdoor Facilities

I. Overview

- Space on the Armstrong State University’s campus is a central, highly visible, valuable resource. The allocation and utilization of space shall be conducted in a manner designed to enhance productive use and advance the mission and strategic priorities of the campus.

- Facilities are available for use by University entities, student organizations, non-university groups or individuals. The University reserves the right to deny use of facilities by any requestor and shall be the sole judge in making the determination.

- At the University’s discretion, security may be required for any program using University facilities, and users will be charged for such services when applicable. University Police personnel shall have the authority to stop an event at any time if it is determined that the event cannot proceed safely.

- Alcohol is not permitted to be sold or served at events sponsored by a non-university entity. No exceptions will be made.

- All Armstrong State University’s facilities (including grounds) are smoke-free.

- Unless otherwise arranged, the deposits and balances due on all incurred charges must by paid by personal check, corporate check, certified check or money order no later than the date of the event. If payment is not made by the due date the reservation will be canceled.

- All tables, chairs, podiums or any other item brought on to campus must be placed on a paved surface. Additionally, tables must be placed so foot traffic remains on a paved surface.

- Outdoor tables, benches or planters are not to be moved without permission of the University’s Ground Superintendent.

- No vehicles are allowed on any of the campus sidewalks, turf areas or landscape beds. Accommodations must be made to deliver items onto campus by other means.

- Charcoal or gas grills will not be allowed for use except on paved surfaces. Used charcoal must not be dumped on the ground.

- No stakes or other objects can be driven in the ground.

- No objects can be attached to campus trees or shrubs.

II. Grounds

The Facilities Use fee for use of the International Gardens on the University Grounds:

$50.00 per hour minimum 2 hour fee.

All users of University Grounds will be required to pay special services fees as needed.
III Service Fees
Special service fees include, but are not limited to the following and include any/all outdoor events.

- Facilities Technician $30.00 per hour/2 hour minimum
- University Police Officer $40.00 per hour/ 2 hour minimum
- Custodial Services $20.00 per hour, unless otherwise stated.

This is custodial service beyond routine services, above normal use and setup/take down requirements such as tables, chairs etc.

The University shall not be responsible for any damage to, or loss of, the customer’s equipment of any kind.

Non-registered student organizations, non-university groups or other individuals requesting the use of grounds, or of facilities having a capacity of more than 250 persons, must procure and have in force during the event a comprehensive general liability policy and shall submit to the university proof thereof. The limit for bodily injury and property damage shall not be less than $1,000,000.00 per occurrence.

Availability of University Grounds is determined by Plant Operations and the University reserves the right to deny use or cancel activities due to weather or grounds conditions

Please indicate your acceptance of this agreement by signing below and returning one copy of this form to us. By agreeing to the facility user policy/contract, the user releases the University of any and all Liability from injury or harm that may result to persons attending the event.

__________________________________________  ____________________________________________
Event Date  Event Name

__________________________________________  ____________________________________________
Date  Signature of User