



Campus Events and Facility Use Policy

I. Introduction

The University strives to be a good steward in the community by encouraging and fostering support of community events and activities on the Albany State University Campus. This policy is intended to provide the faculty, staff, student organizations and third party rental clients essential information relative to use of facilities on the Albany State University campus.

II. Purpose

The purpose of this policy is to ensure university personnel are compliant with the processes and procedures for room reservations and campus events set forth below.

The purpose of 25Live, a campus-wide scheduling system, is to provide a unified process for accounting for the use of facilities on Albany State University's campuses and to ensure accurate data usage can be generated for reporting purposes.

III. Definitions

25Live: a campus wide scheduling system utilized to request and reserve locations on all ASU campuses.

Event: any meeting, training, gathering, banquet, etc. not considered an academic class. This policy does not encompass academic class scheduling.

ASU sponsored event: event scheduled by ASU department and/or approved ASU Student Organization.

Third Party: any individual or organization planning an event that is not related to normal ASU operations; (generally an outside party in the community).

Requestor: internal personnel scheduling an event at the request or direction of an ASU department or organization

Approvers: designated ASU personnel that manage designated spaces.

IV. Policy

It is the policy of Albany State University not to discriminate against any person or organization for use of its facilities due to age, color, sex, disability, national origin, race, religion, or veteran status. When in the business of renting real estate owned by the Board of Regents of the University System of Georgia, the university may control the availability of the facility, but not the content of any event approved to be held on the university campus.

All requests for use of ASU facilities must be entered into 25Live, <http://25live.collegenet.com/asurams>. The request will process through the system to the appropriate approver determined by the location being requested for use. Use of facilities on the ASU campus are not approved until a “confirmation” of the reservation request has been received by the requestor.

All events, programs, camps or activities sponsored by ASU or hosted as third party events on the campus must abide by the ASU and Board of Regents of the University System Protection for Interaction with Non-Student Minors policy, pay all costs associated with the event and adhere to rules and regulations as outlined in the rental agreement and abide by all other rules and procedures as outlined in the Events and Facility Use Manual and the ASU Events/Summer Camp Manuals pertinent to the type of event.

The University has designated specific public service forum areas on both the East and West Campus. Procedures for use of those areas are outlined in the Campus Events and Facility Use Procedures Manual.

V. Exceptions

Priority use of ASU facilities are allocated in a first come first served basis in the following order of request.

- i. Academic classes for areas denoted as academic spaces
- ii. Approved student events
- iii. ASU sponsored events
- iv. Third party rental

Unless otherwise officially directed, the above order of preference for use is maintained.

VI. Applicability

This policy applies to request for use of all ASU campus locations.

VII. Accountability

Office of Auxiliary Services

VIII. Contacts

Campus Events/Scheduling Office, roomreservations@asurams.edu
Executive Director of Auxiliary Services

IX. References

25 Live: <http://25live.collegenet.com/asurams>
Albany State University License Agreement/Permit
Interaction with Non Student Minors Policy

Last Update

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