



RESERVATION POLICIES

1. Use of Space

- a) The priority level for using the JSAC event and meeting rooms are as follows:
 - 1) Student Clubs and Organizations
 - 2) University Departments
 - 3) Alumni Relations
- b) Reservations are currently unavailable for non-university and/or private functions.
- c) Common areas such as hallways and TV rooms, other than the JSAC Breezeway and Outdoor Patio are unavailable for official reservations.
- d) The JSAC Breezeway is available on a limited basis due to fire code restrictions. Approval is at the discretion of JSAC Operations.
- e) Reserving rooms for individual use is prohibited. Reservations must be University affiliated. This includes but is not limited to baby showers, wedding showers, etc.
- f) Space is only available to those with a confirmed reservation unless prior approval is given by JSAC Operations.
- g) JSAC Operations has the right to limit the frequency and length of time a student organization or department may reserve facilities.
- h) Only one reservation is permitted per organization or department for use of the JSAC Information Table area.
- i) Regular meetings and rehearsals are limited to 2 days per week with a maximum of 2 hours per day. This is in the interest of allowing as many groups as possible to access the facilities. Requests for additional time may be submitted to JSAC Operations.
- j) Groups should not extend the use of the space without prior approval from JSAC Operations.
- k) The individual making the reservation(s) assumes all responsibility for the accuracy & veracity of the information presented to JSAC Operations regarding the event including but not limited to event start and end times, room access and exit times, audio-visual requests, and room setups.
- l) **JSAC Operations reserves the right to change a reservation up to 4 times in an academic year. This includes, but is not limited to, moving a confirmed reservation to a different room up to best utilize space available.**

2. Fronting

- a) Reservation requests must originate from the student organization or department that is sponsoring the event or meeting. All reservations must have a legitimate University related objective, meaning events should be intended for students, faculty, and related personnel.
- b) Registered Student Organizations, University Departments and off campus organizations and individuals, are not permitted to reserve space on behalf of other Registered Student Organizations, University Departments or off campus organizations and individuals OR transfer reservations to another group or individual OR to sublet reserved space in the JSAC.
- c) Any group participating in these activities will have all reservation privileges (including existing future reservations) suspended for a 6-month (consecutive) period- not including summer or break periods.



3. Reservation Request Deadlines

- a) Reservation requests for the Jaguar Student Activities Center (JSAC) must be submitted at least **10 business days** in advance. Requests received after this time may be denied.
- b) Requests for meetings or events requiring personnel (security, early building opening, etc.) should be submitted at least **30 days** prior to the event, including After-Hours Event requests.
- c) Reservation requests for a rain location in the JSAC may be accepted in accordance to the terms mentioned. The reservation will secure your space, however JSAC Operations will make a call on the setup of the rain location at least **2 business days** prior to the event date. JSAC Operations reserves the right to cancel this reservation if it will not be used at this time.
- d) Requests submitted after these time periods may be declined.
- e) Please allow **5 business days** to process your request.
- f) Reservation requests are made available solely to Registered Student Organizations for a period of time during the Academic Year before the rest of the University community to give student organizations the opportunity to utilize the space that is designated specifically for their use.

4. Reservation Confirmation Process

- a) All requests will have a pending status until a confirmation has been sent.
- b) Reservations are not final and should not be publicized until a confirmation e-mail from JSAC_RESERVE@AUGUSTA.EDU is received.
- c) All **student organizations** including Greek organizations need to receive approval for events from Student Life and Engagement before a reservation request in the JSAC is reviewed. Approval for the event by Student Life and Engagement is not an approval for a space reservation in the JSAC or any other location on campus.

5. Cleaning

- a) Groups are responsible for cleaning up after their event.
- b) Cleaning includes but is not limited to, discarding any items left behind by guests at the event or meeting, disposing of decorations, **disposing of excessive garbage such as pizza boxes**, and may involve sweeping, vacuuming, or mopping as needed.
- c) A clean up fee of \$30.00 will be charged to any organization that fails to meet cleaning standards.
- d) An additional \$22 an hour per employee with a 3-hour minimum will be charged for clean up outside of regular business hours.
- e) Additional charges may apply at the discretion of JSAC Operations.

6. Damages

- a) The reserving group thereby assumes full responsibility for any damages or vandalism resulting from the use of space and/or equipment.
- b) The reserving group is charged for any damage occurring to facilities and equipment during their reservation in the amount determined by JSAC Operations.

7. Security

- a) Based on the nature of the event and at the discretion of JSAC Operations, security (i.e. security guards and/or AU Police Officers) may be required at the expense of the reserving group. Requests for these facility reservations should be made at least 30 days prior to the event. Requests submitted after this time period may be declined. Public Safety will be notified and confirmed by JSAC Operations.

**Last updated Spring 2016; all policies are subject to change.



- b) The reserving group incurs responsibility for security measures and arrangements relative to its proposed event. The reserving group thereby assumes full responsibility for theft or vandalism resulting from either the use of space and/or equipment or failure to notify the Student Manager so that rooms and equipment can be secure.
- c) During an event, the Student Manager should be immediately consulted by the reserving group regarding any situations that may require the attention of Public Safety.

8. Room Setups

- a) Meeting rooms are not to be altered in any way from their regular set. **Failure to leave a room as it was found will result in a reset fee in an amount determined by JSAC Operations.**
- b) Event spaces are set to default unless a different request is submitted during the online reservation process.
- c) Custom setups are available at the discretion of JSAC Operations.
- d) Set-up information for meeting rooms and event spaces should be submitted to JSAC Operations for the appropriate space no later than **10 business days prior to the event**. Setup requests submitted after this time period may be declined or limited based on other events, scheduling, and other factors.
- e) Furniture must remain in the room at all times and in the same setup that was originally determined and approved. Any furniture moved without prior approval may result in a reset fee of \$30.00.
- f) On the day of the event, the sponsoring organization is responsible for ensuring entrances and exits are free from obstructions.
- g) Groups need to provide their own staff to assist with unloading and/or loading equipment needed for their events. Hotel carts are available for groups to check out to use for unloading and loading.
- h) Unauthorized JSAC personnel are not permitted in reserved spaces until the start of the reservation, unless otherwise noted.

9. Changes and Cancellations

- a) All audio-visual and setup needs should be included in the original reservation request. Access to phone lines are available in select rooms at a cost determined by JSAC Operations.
- b) Requests to change reservations (excluding setups) may be submitted to JSAC_RESERVE@AUGUSTA.EDU at least 3 business days prior to an event. The ability to accommodate these requests is dependent on the availability of facilities, equipment or personnel. Any changes occurring during the event may result in a fee as determined by JSAC Operations. This includes, but is not limited to arriving earlier or staying beyond the confirmed reservation times, requesting additional audio-visual equipment, or requesting the addition or removal of furniture items.
- c) Any cancellations for events with a setup must be received during regular business hours (8:00 a.m. to 5:00 p.m.) at least 2 business days prior to the event by contacting JSAC Operations. Cancellations received after this or if an organization does not show up for a confirmed reservation may result in the suspension of future reservations. The organization is also subject to any fees already determined and a minimum of a **\$50 cancellation fee**.
- d) Cancellations for events that do not require a setup must be received business hours (8:00 a.m. to 5:00 p.m.) at least 1 business day prior to the event by contacting JSAC Operations. Cancellations received after this or if an organization does not show up for a confirmed reservation may result in the suspension of future reservations. The organization is also subject to any fees as determined by JSAC Operations.



10. Late Hour Extension/Early Open

- a) All student organizations and departments are encouraged to keep their events within the building hours. Access to the facilities operated by JSAC Operations after normal operating hours is limited.
- b) Any organization wishing to extend the facility hours beyond that of normal opening/closing time must submit an After Hours Request Form to JSAC Operations. This form may be obtained by contacting JSAC_RESERVE@AUGUSTA.EDU. After Hours Requests must be received at least **30 days prior** to the date of the event. If the request is not received at least 30 days prior to the event, then the request will most likely not be approved. If approved, the following fees may be assessed at the determination of JSAC Operations: Staffing, Custodial, and Public Safety.
- c) At least one Student Manager is assigned to each extended hour at the expense of the organization or department. Additional staff is added at the discretion of JSAC Operations. Groups may not access the building after hours until the request is approved.
- d) Access cannot exceed past 2:00 AM. ALL EVENTS MUST END AT 1:30 AM and be completely cleaned and vacated by 2:00 AM.
- e) Organizations and departments are responsible for leaving the reserved space in the same conditions as it was found and are required to collect and remove their own garbage for this after hour events unless Custodial Staff is present. This includes but not limited to the following: sweeping, wiping down tables, removing decorations, asking for more garbage bags, and placing all garbage in the outside garbage receptacle located behind the loading dock. Organizations and departments will incur additional charges if rooms are not cleaned. Additional fees are assessed at the discretion of JSAC Operations and may include, but are not limited to the following: damages, cleaning, not abiding by JSAC Operations or University policies.
- f) Access is only granted through one door determined by JSAC Operations unless prior approval is received.

11. Payments

- a) JSAC Operations reserves the right to require advance payment (full or partial) for events. Payment of any fees or a confirmation that the process of deposit has begun is due no later than 15 business days after the event. We accept cash and checks, as well as inter-departmental funds. Departments are responsible for submitting the request for the inter-departmental transfer. Credit card payments are unavailable at this time.
- b) JSAC personnel and Public Safety fees should be paid to JSAC Operations. Facilities fees should be paid directly to Environmental Services.
- c) Facility reservations requested by a University Department must be paid for by that department or another University Department. Facility reservations requested by a Registered Student Organization must be paid for by that student organization or by a University Department. Providing a university account number constitutes payment of the reservation assuming there are sufficient funds in the account to cover the rental charges.
- d) Organizations or departments with past due invoices will not be allowed to reserve facilities until all delinquent amounts are paid in full. Failure to pay in a timely manner may also result in the suspension or cancellation of existing reservations.

12. Parking

- a) JSAC Operations does not manage the parking lots surrounding the Jaguar Student Activities Center. For any special parking needs or requests, contact Parking and Transportation Services at (706) 729-2090.