

# Augusta University

## Policy Library

# Enterprise Facilities Use by Non-Augusta University Affiliates

**Policy Owner: Information Technology Support and Services**

### POLICY STATEMENT

This policy addresses the ownership, use, guidelines, and processes for scheduling facilities, including classrooms, laboratories, and common meeting space, for use, across the University and Health System. This policy applies to individuals requesting the use of spaces not affiliated with the University and Health System; the requirements outlined in this document must be followed to request and use space.

Spaces must be appropriately scheduled and utilized to maximize space utilization per the metrics established by University System of Georgia.

### AFFECTED STAKEHOLDERS

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other: Enterprise

### DEFINITIONS

- **Enterprise:** Consists of the University, Medical Center, and Medical Associates.
- **Academic Classroom:** Space officially categorized and reported as a “classroom” in Archibus; these include: 110 – Classroom, 212 – Computer Classroom, 213 – Distance Learning Classroom,
- **Academic Laboratory:** Space officially categorized and reported as a “lab” in Archibus; these include: 211 – Class Lab, 221 – Discipline Open Laboratory, 222 – Testing/Services Laboratory, 411 – Open Computing Lab, 412 – Learning Support Lab
- **Common Meeting Space:** Space officially categorized and reported as a “common meeting space” in Archibus; this includes 612 – General Assembly
- **Course:** A course scheduled in Banner.

### PROCESS & PROCEDURES

1. The Office of Classroom and Event Scheduling will centrally schedule all spaces including classrooms, instructional labs and event space; a single authoritative enterprise scheduling system will be utilized, with links to the Registrar’s and Facilities’ related systems.
2. The University owns all classrooms and meeting spaces; all scheduled spaces are designated as owned by the enterprise, regardless of campus or building location, and are available for use by all colleges, departments, groups, etc. This policy also applies to instructional spaces located within the Health System.

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 701

**Policy Sponsor:** Type the title of the Executive Leader of the department.

**Originally Issued:** Not Set

**Last Revision:** 10/31/2016

**Last Review:** 06/20/2017

3. All spaces (excluding specifically designated special use spaces, such as curriculum specific labs) should be made available for use by other colleges, departments, user groups, etc. Allowing classrooms and meeting spaces to be controlled by specific entities greatly impedes responsible space utilization practices.
4. Academic courses will have priority scheduling in all space.
5. Augusta University affiliated groups will have priority scheduling over non-affiliated groups.
6. Every effort should be made to schedule designated Banner courses in the appropriate building before scheduling other requester's activities or events in those facilities.
7. All related meetings and events outside of the Banner schedule must be documented in the enterprise scheduling system. Scheduling these types of events needs to take place in a single, consolidated fashion so all are fully recorded and spaces are scheduled as effectively as possible to increase space utilization.
8. Reserving instructional facilities for blocks of time when no specific activity can be identified is not allowed except in pre-approved, unusual circumstances, such as set-up and breakdown time needed prior to the start or end of an activity.
9. Non-affiliated users requesting to reserve spaces for use should be made 60 before the meeting date.
10. The Office of Classroom and Event Scheduling will provide a non-refundable estimate of charges for the requested event at least 45 days before the meeting date. Non-affiliated users requesting to reserve spaces for use are required to pay in full the non-refundable estimated fee 30 days prior to the event. The event will be canceled if payment has not been received.
11. An invoice with any additional fee's (extra technical staff/support, equipment, etc.) will be provided to the event requestor within 10 days following the event date. Payment is required within 30 days of receiving the invoice. If payment is not received, Augusta University reserves the right to notify collections and deny all future event requests from the organization.
12. To promote scheduling efficiency and to coordinate scheduling efforts, a single specifically designated point of contact from the requesting organization should work with the Office of Classroom and Event Scheduling to request space for the event.
13. To promote efficient event scheduling, organizations must adhere to deadlines for submitting their events. Requests received by the deadline will receive first priority. We will make every attempt to accommodate changes after the schedule has been set, though change requests are not guaranteed. No changes will be made until the full estimated payment has been made. Changes may result in additional fees to be invoiced after the event. Any change resulting in an expense greater than \$150 will require payment before the event. The event will be canceled if payment has not been received.
14. Cancellations must be made 2 business days before the event.
15. Users of space are responsible for changing room setup and restoring it to the condition they found the room in, unless specific arrangements have been coordinated with Academic & Research Technology. Trash, including food and beverages, should be placed in the appropriate receptacles leaving the room in a suitable condition for the next user.

16. Damage to the room, or faulty equipment, should be reported immediately to the Office of Classroom and Event Scheduling. Charges for non-reported damage will be added to the invoice following the event.
17. This policy does not apply to events affiliated with Augusta University. See “Enterprise Academic Facilities Scheduling Policy” for more information.
18. Not all facilities are compliant with the American with Disabilities Act (ADA). The requester should make appropriate inquiries.
19. In order to comply with policy mandated by the Board of Regents of the University System, a Certificate of Insurance and/or License Agreement may be required in order to confirm a reservation. The requester/participants are subject to all University regulations and are responsible for any damage incurred during the scheduled event. Building temperatures will be maintained according to University regulations. Any questions should be referred to the Physical Plant Administrative Office at (706) 737- 1590.
20. At the discretion of Public Safety, some events may require coverage by Public Safety Officers. The cost for Public Safety services will be billed to the requestor on an hourly basis with a three-hour minimum charge
21. At the discretion of Environmental Services, Custodial Services may also be required. The cost for custodial services will be billed to the requestor on an hourly basis with a three-hour minimum charge.
22. At the discretion of Audio/Visual Services, AV services may also be required. The cost for Audio/Visual services will be billed to the requestor on an hourly basis with a three- hour minimum charge.
23. The requester is responsible for compliance with all fire and safety regulations and for providing proper supervision to all participants in the activity scheduled for the event.
24. Food & Beverages are not allowed inside any of the academic classrooms.
25. Smoking is prohibited on all campuses.
26. Alcohol requires approval by the Office of the President. Requests for alcohol use need to be submitted at the time of the event request.
27. Campus facilities are not available for use when the campus is closed (i.e., holidays).
28. For specific procedures, event charges, and more detailed information, visit: [ems.augusta.edu](http://ems.augusta.edu)

## **REFERENCES & SUPPORTING DOCUMENTS**

<http://ems.augusta.edu>

## **RELATED POLICIES**

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## **APPROVED BY:**

Interim Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 9/18/2020

President, Augusta University

Date: 9/18/2020