3358:11-3-43  Student organization use of college facilities.

(A)  Purpose.  Student organizations are permitted to use college facilities for their organization’s events.

(B)  Room reservation guidelines.  In order to reserve a room, a representative from the organization needs to complete a room reservation form.  This form should be completed as far in advance as possible but must be approved a minimum of ten business days in advance to assure the availability of the facility.  Information on this form includes:

   (1)  The person responsible for the event and his/her address and phone number.  This person will be called to answer all questions about the event.

   (2)  Description of event including speaker’s or guest’s name/film titles/etc.

   (3)  Date or dates selected for the program.  If the date is in conflict with spring break, vacation, holiday or a major campus event, the request may be denied.  In case adequate facilities are not available on the first chosen date, be prepared with an alternate date for the program.

   (4)  Times the event will begin and end.  This is very important.  The security department unlocks and secures campus facilities.

   (5)  Specific location requested.

   (6)  Estimated attendance.

   (7)  Services or equipment needed.

(C)  Usage fee guidelines.  Special events may require set-up and/or security fees.  Payment of fees is the responsibility of the sponsoring organization.

(D)  Designated event official guidelines.  The organization’s advisor, or approved representative, must be present for the duration of special events including set-up and clean up.
Effective date: March 5, 2002

Daniel R. Hauenstein
Certification

February 19, 2002
Date

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