

**SOUTH CAROLINA STATE UNIVERSITY**  
**FACILITY RESERVATION PROTOCOL**

For purposes of University facility rentals, third party rentals include those events not sponsored or hosted by an official University department and approved by the Cabinet-level division head; events not sponsored or hosted by an official (registered and sanctioned) student organization and approved by the Vice President for Student Affairs; and events that are sponsored or hosted by non-students, former students, current students in their individual capacities, and/or current employees in their individual capacities. Questions regarding third party rental status should be referred to the Vice President for Finance.

1. The Facility Request Form should be completed online by the Requestor (individual or group requesting to use the facility space). **All Facility Request Forms must be received by Facilities no later than twenty-one (21) days prior to the event.**
  - a. If this is an internal request, the Requestor will also complete and submit the Internal Facility Reservation Form to the Cabinet Member over the Requestor's division for approval of the event and rental.
2. Upon receiving the completed Facility Request Form and approved Internal Facility Reservation Form (if an internal reservation), Facilities will then confirm the date availability of the facility with the respective Building Manager over that facility. If the space is available and the event is approved, then Facilities will move forward and begin preparation for the event.

*\*\*\*Questions regarding the types of events to be held in University facilities shall be directed to the Vice President for Finance.*

3. For external requests:
  - a. Facilities will insert the rental fees into the External Facility Rental Agreement (Agreement). Facilities will also coordinate with Campus Police to obtain the required security fee.
  - b. The Requestor will contact the Insurance Liaison (Racquel Carter, [rcarter@scsu.edu](mailto:rcarter@scsu.edu)), to determine if additional insurance is necessary, including any liquor liability insurance required for events involving alcohol. **If the event will involve alcohol, the liquor license must be submitted to the Vice President for Finance at least 14 days prior to the event.**
  - c. Prior to the Agreement being sent to the Requestor for signature, Facilities will then present the completed External Facility Rental Agreement to the Vice President for Finance for approval and signature.
  - d. If approved and signed by the Vice President for Finance, Facilities will send the Agreement to the Requestor for review and signature. Once signed by the Requestor, a copy of the fully executed Agreement will be submitted to [bwalke14@scsu.edu](mailto:bwalke14@scsu.edu). Agreements must be returned signed no later than **fourteen (14) days prior** to the event.
  - e. The Requestor will submit the necessary certificate(s) of insurance to Racquel Carter ([RCarter@scsu.edu](mailto:RCarter@scsu.edu)) no later than **ten (10) days prior** to the event, or as otherwise stated in the Agreement.
  - f. Any negotiations regarding the Agreement terms will be directed to the General Counsel ([ogc@scsu.edu](mailto:ogc@scsu.edu)).
  - g. **The rented space will not be occupied until the External Facility Rental Agreement has been fully executed, all necessary fees have been paid, and the proper certificate(s) of insurance have been received by the University.**
4. Facilities will continue to maintain the official calendar of events for the campus.