

ELIZABETH CITY STATE UNIVERSITY
Student Life Facility Reservation Policy

Scope

The Office of Student Engagement and Leadership provides well-rounded social, cultural, and recreational activities. The programs originate with the university personnel and student leaders. The office also provides assistance and support with developing new organizations, scheduling activities, and events in the Williams Hall Gymnasium, Ridley Student Center Room 102A, 216, 218, 220, Ridley Student Center 206 (Theatre), Great Hall, Food Court, outdoor classroom, outdoor basketball courts and the Bowling Center and Ridley Student Center Plaza. This policy incorporates the terms of ECSU Policy 900.1.10, 900.1.10[R], and UNC System Policy 700.4.4., as may be amended from time to time. Facility requests for the facilities covered herein are managed through the Office of Venue Reservations.

Individuals or groups reserving space shall be required to inspect the facility prior to the event, meeting, or activity. University staff will conduct a post-event inspection. Damage to the facility or to other property located within the facility may result in additional charges to the individual, group, or organization reserving the facility.

Definitions

- a. Non-University Group means an external entity or individual separate and apart from the University, even though some of the group's members or participants may be University employees, alumni, or students.
- b. Student Group means a number of students who are associated with each other or a group of students who have satisfied the University's procedures and requirements for registration or recognition as a student organization.
- c. University Group means an administrative or academic department, unit, center, club, organization, or institute within the University.
- d. University Space means any indoor or outdoor space, building, or structure that is owned, leased, operated, or controlled by the University.

1. Student Life Facilities

The following have been designated as Student Life facilities: Williams Hall Gymnasium, Ridley Student Center Room 102A, 216, 218, 220, Ridley Student Center 206 (Theatre), Great Hall, Food Court, outdoor classroom, outdoor basketball courts, outdoor volleyball court, the Bowling Center, and Ridley Student Center Plaza. Access to the Outdoor Classroom, and Dance Studio (located in the Vaughan Center) are approved through Academic Affairs.

- a. **Reservations of University Space by University Groups and Student Groups, Clubs, Organizations, and University Departments**
 - i. Clubs, organizations, and university departments on campus who want to reserve a

Student Life facility, or any area of Student Engagement must complete an online central reservation space request.

- ii. These forms must be completed at least fourteen (14) days prior to the event.
- iii. Any damage to the facility or to property or equipment located within the facility that is caused by the respective student group, club or organization will be addressed in accordance with the process outlined in the Student Code of Conduct.
- iv. Any damage to the facility or to property or equipment located within the facility that is caused by the respective university employees or university departments will be addressed in accordance with university policy and/or applicable law.

b. Reservations of University Space by Non-University Groups

- i. Individuals may rent the Student Center, Bowling & Gaming Center, Williams Hall Gymnasium, Outdoor Classroom, Outdoor Basketball Courts, and/or the Softball Field for activities (for example family reunions, meetings, etc.)
- ii. To rent any of these facilities, interested parties/individuals must first contact the Office of Venue Reservations to reserve the requested space.
<https://www.ecsu.edu/business-and-finance/reservations.php>
- iii. Any damage to the facility or to property or equipment located within the facility that is caused by the non-university groups or individuals reserving university spaces will be charged to the non-university groups or individuals reserving university spaces.
- iv. All non-university groups must provide proof of liability insurance coverage prior to taking possession of the facility, sign a waiver of liability in favor of the University, and follow all other procedures communicated by the Office of Venue Reservation.

c. Rates

All student life facility rental rates are set by the Division of Student Affairs in consultation with the Division of Business and Finance.

2. Facilities Use Guidelines for the Student Life Facilities

- a. All facility use guidelines are maintained by the Office of Venue Reservations.
- b. Smoking and vaping are prohibited-the facilities are designated as smoke-free.
- c. Alcoholic beverages, gambling, fighting and words or actions that incite violence, are defamatory, or otherwise not protected under applicable laws, are prohibited.
- d. Any student found consuming an alcoholic beverage, gambling, fighting, smoking, vaping or found responsible for words or actions that incite violence, are defamatory, or otherwise not protected under applicable law will be subject to disciplinary action, and/or subject to removal from the facility.
- e. Students are prohibited from sitting on tables, backs of chairs, or standing on tables or using any other furniture in a manner for which is not designed. No equipment, furniture, tables, chairs, etc. can be removed from the facilities outlined herein without the approval of the Office of Student Engagement and Leadership.
- f. If any event or activity taking place in any University space becomes a threat to the health and safety of the campus community or those in attendance, the university may

revoke the reservation and take any other necessary action.

The facilities outlined in this policy will not be available to rent during special University occasions (e.g., Homecoming, Viking Fest, Open House, Family Weekend, Commencement (winter, spring, and summer)), and any other date deemed necessary by the University.