

NUMBER: SA 2.06
SECTION: Division of Student Affairs

SUBJECT: External User Group Policy for Campus Recreation

DATE: August, 2012

Policy for: Upstate Campus
Procedure for: Upstate Campus
Authorized by: Dr. T. Moore
Issued by: Campus Recreation

I. Policy

External user groups are defined as any group consisting of individuals other than students, faculty, staff, alumni membership holders, or family membership holders. Also, any non-academic programs designed to raise revenue or where fees or dues are levied, are considered to be external user groups. External user groups are permitted access to the Wellness Center and outside space on an availability basis.

II. Procedure

- A. External user groups are charged facility usage fees as follows:
1. Per person, per day for participants or by facility space used. Additional fees may be charged for events requiring extra staffing or overtime.
 2. The fee is per staff member and in addition to the fee outlined in 1.
 3. Payment is required for damaged equipment or facilities as a direct result of external user group's activities. The fee is in addition to fees outlined in 1 and 2.
 4. Event preparation and/or clean-up fees may be charged in addition to fees outlined in 1, 2, and 3.
 5. University sponsored and staffed events, which are non-profit and include non-university participants, will only be charged direct expenses as outlined in 2, 3, and 4.
 6. A current fee schedule is available from the Office of Campus Recreation.
- B. All approved external user groups must submit the following items at least thirty (30) days in advance of their proposed event to the Office of Special Events and Scheduling.
1. A certificate of general commercial liability insurance in the amount of not less than \$2,000,000 per occurrence. The policy will name the University of South Carolina Upstate as an additional insured and certificate holder. The certificate will list the certificate holder as:

University of South Carolina Upstate
Campus Recreation Department
800 University Way
Spartanburg, SC 29303

2. A signed copy of an event specific contract prepared by the Office of Special Events and Facilities Scheduling.