



## Use of the Bishop Alumni Center

Area: University Advancement	Number:	
Subject: Bishop Alumni Center Facility Usage Policy	Issued:	May 2012
Applies To: University Community	Revised:	
Sources:	Updated:	
Responsible Party: Vice President for University Advancement	Page(s):	Page 1 of 1

### I. Purpose

The purpose of this policy is to manage the use of the Eugene M. Bishop Alumni Center by entities other than University Advancement.

### II. Policy Statement

The Eugene M. Bishop Alumni Center is available Monday through Friday, 8:00 am to 5:00 pm, for non-student campus functions which do not disrupt daily Advancement business activities.

### III. Exclusions (if applicable)

Exceptions must be approved by the Vice President for University Advancement.

### IV. Procedures (if applicable)

1. Use of the board room for business meetings will be scheduled on a first come first served basis.
2. Reservations for other functions must be made at least two weeks in advance.
3. If a special event is approved by the Vice President for University Advancement, appropriate security and University Advancement staffing must be identified at the time of the booking.
4. All events must have a specified start and end time. Groups must vacate the building by 5:00 p.m. unless special arrangements are made at the time the meeting/event is booked.
5. Groups using the facility are responsible for all aspects of the event from set-up to cleanup and disposal of trash. Decorations may not be attached to the walls, furniture or fixtures and must be completely removed at the end of the event.
6. All supplies for events (e.g. tables, chairs, plates, tableware, etc.) must be provided by the organizers of the event. If non-standard equipment is needed, it is the responsibility of the organizers to supply that equipment.
7. No animals are allowed on the premises.
8. All children must be accompanied and supervised by an adult.
9. All University policies regarding food & beverage services must be followed. Contact the Georgia Southern Catering Office at 912-478-5073.