

## CLEMSON UNIVERSITY FACILITY USE POLICY

### Clemson University Administrative Policy

**Office of Primary Responsibility:** Office of Student Affairs

**Adopted:** Approved by Administrative Council November 28, 2005

**Revised:** Revisions to the name of the policy and sections 2.2, 5.0, 8.0, 9.0 and Appendix E approved August 13, 2007.

1.0 **Purpose:** The primary use of any Clemson University facility shall be for purposes related to the University's missions. The instructional research and service needs of the University shall take precedence over any other prospective use of University facilities. The purpose of this policy is to set forth the conditions under which Clemson University facilities may be used by persons or organizations for purposes other than their primary function. There may be additional policies specific to certain facilities or for specific events and they may include more restrictive provisions than this policy. Persons or organizations seeking to use any University facility are advised to inquire about the existence of any such additional policies at the time they reserve its use.

2.0 **Applies to:** This policy applies to any and all facilities owned, leased or under the authority of Clemson University, including all facilities located on the main campus, as well as all facilities located at other locations. "Facilities" shall include all buildings and structures, grounds, sidewalks, recreation areas, and streets considered to be part of the campus of the University. University facilities are divided into two general categories: publicly available facilities and instructional facilities.

2.1. **Publicly Available Facilities** are those facilities which the University makes available for use by individuals and groups that are not otherwise affiliated with Clemson University. A list of these facilities may be viewed at **Appendix A**. Any individual or group, including Clemson students, faculty and staff, may reserve and use these facilities for any lawful purpose. There is a fee associated with the use of any publicly available facility. Information regarding fees and reservations for these facilities can be obtained by contacting the individual at the address and number listed in **Appendix A**. Please note that many of these facilities have specific restrictions as to occupancy, hours of use, etc. and may not be available or suitable for every requested use. Use of alcohol at any event at a publicly available facility is subject to University policies, as stated below in Section 8.0 of this policy.

2.2. **Instructional Facilities** are those facilities of the University which are not publicly available and are only available to Clemson University students, faculty, and staff and officially recognized University organizations. Use of these facilities shall be restricted to activities related to the education, research and service missions of the University.

During summer sessions only, some instructional facilities may be used (on a space available basis) by non-affiliated groups holding summer programs on campus provided such use is jointly approved by the Office of Summer Programs and the Dean of Undergraduate Studies. All arrangements must be made through the Office of Summer Programs for overnight summer programs or through the Office of the Dean of Undergraduate Studies for day summer programs.

2.3. **Procedures for the Use of Clemson University Facilities:** Requests for the use of the facilities of Clemson University are to be submitted to the Authorized Designee for that facility. A list of Authorized Designees for University facilities is attached as **Appendix A**. The Authorized Designee for any facility not included in **Appendix A** shall be the Chief Business Officer. All requests should be in writing on the Clemson University Facility Use Request Form, shown in **Appendix B**. Additional approvals are required for use of facilities that will entail Sales and Solicitation (see **Appendix C**) or Events with Alcohol (see **Appendix D**). As noted in Section 1.0 above, certain facilities have additional registration or use requirements. Please check with the Authorized Designee when making reservations for a specific facility to ensure all requirements are met.

The completed Clemson University Facility Use Request Form (**Appendix B**) should be submitted to the Authorized Designee no later than seventy-two (72) hours prior to the anticipated use. Submission of the Form does not guarantee permission for use of the facilities requested. Generally, competing requests for use of a facility will be resolved on a "first come, first served" basis; however, exceptions may be made at the discretion of the Authorized Designee.

2.4. **"Fronting" by University Organizations:** Instructional Facilities, as defined in Section 2.2 above are limited for use by Clemson University faculty, students, staff and officially recognized University organizations for activities related to the University's education, research and service missions. Clemson University faculty, students, staff and organizations may not reserve an instructional facility on behalf of or for the use of an outside organization. Clemson University faculty, students, staff and organizations also may not reserve publicly available facilities on behalf of or for the use of an outside organization so the outside organization can use the facility at a reduced rate. This conduct constitutes "fronting" and is prohibited. The Authorized Designee of the University for an instructional facility may deny or rescind permission to use that facility if it is determined that the use is not primarily for the benefit of the faculty, student, staff or officially-recognized organization making the reservation. The Authorized Designee of the University for a publicly available facility may apply the public rate for use of the facility if it is determined that the use is not primarily for the benefit of the faculty, student, staff or officially-recognized organization making the reservation. The University shall not be liable or responsible for financial or other damages incurred by an individual or organization whose permission to use a facility is denied, rescinded or modified (including a rate change), pursuant to this fronting policy.

### 3.0 Use of facilities for Speech and Assembly

- 3.1. **Speech and Assembly for University Students, Staff, Faculty, and Affiliated Groups:** Clemson University supports the right of individuals (student, faculty, and staff) and groups that are affiliated with Clemson University to discuss, express, advocate or examine issues or ideas within constitutionally valid limitations. Expressive activities and inquiry are fundamental to the academic endeavor. However, with this right to free expression comes a responsibility to consider and accommodate the rights of other members of the campus community. Therefore, Clemson University affiliated individuals and groups may conduct orderly demonstrations or protests if they do not disrupt the normal or previously scheduled activities of the University or University affiliated entities, violate the free speech, assembly or movement of other individuals or organizations, damage property, or create an unsafe situation for any individual, group or organization. The use of public address systems or loudspeakers must comply with the requirements of section 7.0 below.

Although prior registration of demonstrations and protests by students, faculty, or staff or affiliated groups is not mandatory, it is strongly recommended. Prior registration and planning ensures that the desired space will be available on the appropriate date and time. Prior registration should be handled in accordance with the provisions set forth in section 2.3 above.

Nothing in this policy is intended to infringe upon any legal rights regarding freedom of speech. Application of the policy shall not be arbitrary or capricious and shall not be based upon the content of the proposed speech and nothing in this policy shall be interpreted in such a way as to discriminate on the basis of political, religious, social or other content.

- 3.2. **Speech and Assembly for Non-Affiliated Individuals and Groups:** The freedom to engage in free speech is protected by federal law, state law and University policy. Clemson University enforces its right to place reasonable restrictions on the time, place and manner that free speech activities shall occur on its facilities. The Vice President for Student Affairs (or his or her designee) will designate areas on campus for free speech activities by non-affiliated individuals or groups. The description of the free speech zones will be available at the Hendrix Student Center Information Desk. Non-affiliated individuals or groups wishing to engage in free speech activities in these areas must submit a reservation form (**Appendix B**) to the Hendrix Student Center at least seventy-two (72) hours in advance of the activity to reserve these spaces. Reservations will be approved on a space available basis. Priority will be given to Clemson University affiliated individuals and groups including departments, recognized student organizations, students, faculty and staff that submit requests to reserve these locations. The University reserves the right to have appropriate security present to preserve order and protect the safety of its students, employees and property. Speech and assembly shall be confined to the designated area and must not disrupt the normal or previously scheduled activities of the University or University affiliated entities, violate the free speech, assembly or movement of other individuals or organizations, damage property or create an unsafe situation for any individual, group or organization. The use of public address systems or loudspeakers must comply with the requirements of section 7.0 below.

Violations of section 3.2 of this policy could result in revocation of an approved reservation and the non-affiliated individual or group may be required to leave campus.

Nothing in this policy is intended to infringe upon any legal rights regarding freedom of speech. Application of the policy shall not be arbitrary or capricious and shall not be based upon the content of the proposed speech and nothing in this policy shall be interpreted in such a way as to discriminate on the basis of political, religious, social or other content.

- 4.0 **Sales and Solicitations:** All commercial sales, solicitations, advertising or other commercial activity on University facilities is strictly prohibited without prior authorization from the University. "Commercial sales, solicitations, advertising or other commercial activity" shall mean any activity whose purpose is to inform, induce or encourage individuals or groups to purchase, rent, lease, or use (or not purchase, rent, lease, or use) any goods or services. Individuals or groups wishing to engage in sales and solicitations must submit a Sales and Solicitations Form (**Appendix C**) to the Hendrix Student Center no later than seventy-two (72) hours in advance of the requested event. All authorized sales and solicitations shall be subject to applicable local, state, and federal laws. No sales and solicitation shall interfere or conflict with the normal conduct of the activities and missions of the University and its students and employees.

The University has designated certain facilities and areas for authorized sales and solicitations. Activities may be further restricted to specific times and dates as determined by the University. Failure to comply with any such restrictions shall subject the individual or group to immediate revocation of authorization to engage in the activity and may further result in disciplinary action, including criminal prosecution for trespass.

Door-to-door solicitation and sales is strictly forbidden on any University facility for any reason. Sales and solicitation in any student residential facility and any classroom or work area is prohibited unless such sales and solicitation is requested by a resident (in the case of student residential facilities) or employee (in the case of a classroom or office area) and the resident or employee must sign the Sales and Solicitations Form (**Appendix C**). In such cases, approval shall generally be restricted to that resident or employee's room or work area.

- 4.1. **Athletic Events.** Commercial sales and solicitations, advertising or other commercial activity on the day of an on-campus athletic event are not permitted within 100 feet of the venue of the athletic event or in the area described as the area east of Lake Hartwell, south of highway 93, and west and north of Silas Pearman Boulevard (Perimeter Road). Exceptions to these limitations may be granted by the Athletic

Department and requests for an exception should be submitted on a Sales and Solicitations Form (**Appendix C**) and submitted to the Athletic Department no later than seventy-two (72) hours before the proposed event.

- 5.0 **Bulletin Boards and Other Postings:** The University prohibits posting of bills, advertisements or other materials on any University property other than in designated areas. Only students, faculty, staff and recognized University organizations can post on University facilities. Commercial posting by individuals or groups is prohibited unless sponsored by a recognized University organization or unit. A list of designated areas for postings (**Appendix E**) is available for individuals or groups who wish to post materials at one or more designated bulletin boards on campus. Individuals or groups are responsible for providing copies of the materials and placing them on the designated boards. Additionally, individuals or groups may be required to remove postings not in compliance with this policy. Postings that have expired or do not comply with the requirements of this policy may be removed by University personnel. The cost of such removal may be billed to the sponsoring organization. Until the bill is paid, the sponsoring organization will not be permitted to make any additional postings.

Posted materials may not jeopardize campus safety. Alcoholic beverage consumption may not be the primary message of any posted materials. Materials must clearly promote the activity or event publicized. Postings whose primary purpose is the promotion of commercial goods or services will not be allowed and the name, logo, mark of a commercial entity may not appear as the primary message in any posting.

The maximum size for postings is 11 x 17 and the layout should be vertical. No material should be placed over existing, approved materials. Individuals and groups posting are responsible for removing their own postings. All postings shall be with tacks; adhesive affixtures are not permitted. The use of chalk on University facilities is not permitted. The expiration date of all posted materials shall be a maximum of two weeks from the date of approval.

Banners, yard signs and A-frames may be approved for display with permission of the Hendrix Student Center. Banners, yard signs and A-frames shall only be allowed in those locations approved by the University and the University may impose restrictions on the size, location and duration of any banner, yard sign, or A-frame displayed (See **Appendix E**).

Postings or solicitations (commercial and non-commercial) on motor vehicles parked on Clemson property are not allowed.

Postings for student government elections are not governed by this policy. See the Student Handbook for student government election posting rules and requirements.

- 6.0 **Use of Instructional Facilities for Religious Purposes.** As a public entity, Clemson University is governed by State and Federal laws prohibiting both the establishment of any religion and discrimination against any individual or organization on the basis of religion. In accordance with these legal principles, Clemson University does not allow the use of its instructional facilities for any religious event or by any religious organization not officially recognized by the University. "Religious organizations" include traditional religious organizations of all denominations as well as any organization recognized as a charitable religious organization by the U.S. Internal Revenue Service, including organizations which advocate atheism.

This restriction does not apply to any faculty or student organization recognized by the University and which organization has a religious affiliation. These organizations may use any University instructional facility in accordance with the terms and conditions of this policy. Publicly available facilities may be used by religious groups, including University recognized organizations, subject only to the terms of this policy and any additional restrictions particular to that facility.

- 7.0 **Amplified Sound and Visual Aids.** Amplified sound or any visual aids may only be used at any campus facility with prior authorization of the University. Use of these devices is restricted to specific areas. Any use of sound at University facilities during the hours of 8:00 a.m. to 9:00 p.m. on Mondays through Thursdays, and during the hours of 8:00 a.m. to 4:30 p.m. on Fridays must not exceed 80 decibels at a distance of fifty (50) feet from the speaker. Additional decibel limits may be imposed on the use of amplified sound at events outside of these days and times. Any event exceeding any specified sound limit will be first asked to turn the sound down. If the problem persists, the University reserves the right to immediately terminate the event.

## 8.0 **Use of Alcohol.**

- 8.1. **Publicly Available Facilities:** The use of alcohol at publicly available facilities is allowed on a case-by-case basis. Use of alcohol is prohibited at certain publicly available facilities. Individuals or groups who wish to consume alcohol at any event at a publicly available facility must complete and submit a **Registration for Events with Alcohol** form, **Appendix D**, and submit at least 14 days in advance of the requested use. All registrations must be approved by the Authorized Designee, the University Police Department and the Vice President for the area where the event will be held. There may be an additional fee for use of a publicly available facility where alcohol will be consumed. The University Police Department shall determine the appropriate level of security and any additional costs to the University associated with providing security at the event will be the responsibility of the person or group requesting the facility.

8.2. **Instructional Facilities:** The use of alcohol by faculty, staff, and their guests at instructional facilities of the University is permitted subject to State laws and existing guidelines for use of these facilities provided (1) the University approved food and beverage vendor is used, and (2) prior written approval is obtained as shown on Appendix D, Registration for Events with Alcohol. Violations of this policy may result in disciplinary action.

## 9.0 **Smoking and Use of Tobacco**

No smoking or other use of tobacco products will be permitted in the indoor areas of any University building, facility or vehicle at any time. Smoking is not permitted within fifteen (15) feet of any entrance to a University building or covered walkway unless you are smoking in a designated smoking area approved by the Vice President in charge of the facility. Smoking and use of tobacco products is allowed in the following University areas: (1) private residences; and (2) private living areas of student residence halls where authorized by the Authorized Designee.

## Appendix A

## Clemson University Facilities Available for Use by Individuals and Groups not affiliated with Clemson University

Set forth below is a list of facilities owned, leased or under the authority of Clemson University that may be used by individuals and groups that are not affiliated with Clemson University in accordance with the Clemson University Policy Regarding Use of University Facilities. Please note that each facility has its own rules and regulations, rental costs, and other requirements. To obtain these details, you must contact the Authorized Designee for the facility noted below.

FACILITY	AUTHORIZED DESIGNEE	PHONE NO.	E-MAIL ADDRESS
<b>ATHLETIC FACILITIES</b>			
Baseball Porch	Van Hilderbrand	656-0910	hilderv
Baseball Stadium	Van Hilderbrand	656-0910	hilderv
Football Practice Fields	Van Hilderbrand	656-0910	hilderv
Golf Practice Range	Van Hilderbrand	656-0910	hilderv
Huckabee Annex-LJC	Van Hilderbrand	656-0910	hilderv
Indoor Practice Facility	Van Hilderbrand	656-0910	hilderv
Indoor Track	Van Hilderbrand	656-0910	hilderv
Jervey Gym	Van Hilderbrand	656-0910	hilderv
Jervey Meadows	Van Hilderbrand	656-0910	hilderv
Littlejohn Coliseum	Holly Hardin	656-1412	hardin2
Memorial Stadium	Van Hilderbrand	656-0910	hilderv
Outdoor Track	Van Hilderbrand	656-0910	hilderv
President's Box	Van Hilderbrand	656-0910	hilderv
Press Box	Van Hilderbrand	656-0910	hilderv
Riggs Field	Van Hilderbrand	656-0910	hilderv
Rugby Field	Van Hilderbrand	656-0910	hilderv
Sloan Tennis Center	Van Hilderbrand	656-0910	hilderv
Soccer Practice Fields	Van Hilderbrand	656-0910	hilderv
Tiger Den	Van Hilderbrand	656-0910	hilderv
Fike Recreation Center	Tony Franklin	656-0556	af
McHugh Natatorium	Tony Franklin	656-0556	af
Outdoor Tennis Courts	Tony Franklin	656-0556	af
Intramural and Club Sport Fields	Tony Franklin	656-0556	af
Fike Sun Deck	Tony Franklin	656-0556	af
Indoor Tennis Center	Tony Franklin	656-0556	af
Fike Park	Tony Franklin	656-0556	af
Climbing Wall	Robert Taylor	656-2353	rtaylo4
<b>BOTANICAL GARDENS</b>			
Carriage House	Judith Gardner	656-3405	judithg
Fran Hansen Discovery Center	Judith Gardner	656-3405	judithg
Hayden Conference Center	Judith Gardner	656-3405	judithg
<b>BROOKS CENTER</b>	Lillian Harder	656-3043	harderl
<b>CLEMSON ALUMNI CENTER</b>	Janice Winters	656-2345	jwinter
<b>CLEMSON HOUSE</b>	Peggy Genzer	656-2082	pgenzer
<b>CONFERENCE CENTER AND INN</b>			
Madren Conference Center	Group Sales	656-7155 or 888-656-9020	
Martin Inn	Reservations	654-9020	
Walker Golf Course	Brent Jessup	656-7516	bjessup
<b>GARRISON ARENA</b>	Charles Williams	646-2718	cwillms

## Appendix A

Clemson University Facilities Available for Use by Individuals and Groups not affiliated with Clemson University

<b>HENDRIX CENTER</b>			
Almeda Jacks Ballroom A	Shonna Peppers	656-6551	spepper
Almeda Jacks Ballroom B	Shonna Peppers	656-6551	spepper
Arcade: Space 1-6	Shonna Peppers	656-6551	spepper
Atrium: Space 1-6	Shonna Peppers	656-6551	spepper
Breezeway: Space 1-6	Shonna Peppers	656-6551	spepper
Conference Room	Shonna Peppers	656-6551	spepper
McKissick Theater	Shonna Peppers	656-6551	spepper
Multi-Use Room	Shonna Peppers	656-6551	spepper
Plaza: Upper or Lower	Shonna Peppers	656-6551	spepper
<b>OFF CAMPUS LOCATIONS</b>			
Sandhill Rec - Lake House	Letitia Baskett	803-788-5700	lbasket
Sandhill Rec - Small Conference Room	Letitia Baskett	803-788-5700	lbasket
Sandhill Rec - Large Conference Room	Letitia Baskett	803-788-5700	lbasket
<b>OTHER OUTDOOR SPACES</b>			
Amphitheater	Wendy Gregus	656-5831	wgregus
Carillon Garden	Wendy Gregus	656-5831	wgregus
<b>OUTDOOR LAB</b>			
	Deron McFarland	646-7502	dmcfarl
<b>STROM THURMOND INSTITUTE</b>			
Self Auditorium	Jean Martin	656-0208	jean@strom.clemson.edu
<b>UNION - EDGAR A. BROWN</b>			
Cox Plaza: 1-6	Shonna Peppers	656-6551	spepper
Military Heritage Plaza	Shonna Peppers	656-6551	spepper
Palmetto Ballroom	Shonna Peppers	656-6551	spepper
Student Senate	Shonna Peppers	656-6551	spepper
Tillman Auditorium	Wendy Gregus	656-5831	wgregus
Union Courtyard	Shonna Peppers	656-6551	spepper
Union Plaza	Shonna Peppers	656-6551	spepper
Union Sidewalk: 1-6	Shonna Peppers	656-6551	spepper
Union Underground and Edgar's	Jeff Williams	656-4641	willia5
<b>YOUTH LEARNING INSTITUTE</b>			
Headquarters and Education Center	Brad Cuttino	864-878-1103	bcuttin
Robert M. Cooper 4-H Leadership Center	Carla Rickenbaker	803-478-2015	cricken

## Clemson University Facility Use Request Form

CUSTOMER CONTACT INFORMATION									
Sponsoring Department/Organization/Company									
Contact Person					Advisor Name (If applicable)				
Mailing Address				City			State		Zip Code
E-mail Address				Phone #			Fax #		
EVENT INFORMATION									
Event Name/Description									
Event Date(s)			Event Start Time		Event End Time		Access to Facility		Sound Check Time
			AM / PM		AM / PM		AM / PM		AM / PM
Attendants Include (select all that apply)				Estimated Attendance			Tickets/Admission Charged		
<input type="checkbox"/> CU Students	<input type="checkbox"/> CU Faculty/Staff		<input type="checkbox"/> Other				<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Catering <b><i>*Aramark is the only approved catering for these facilities and must be contacted directly by you</i></b>				Linens <b><i>*Aramark must be contacted directly by you to request linen service</i></b>			Sales and Solicitation		
<input type="checkbox"/> No	<input type="checkbox"/> Yes →	<input type="checkbox"/> Break (allow 30 min set-up /breakdown time)		<input type="checkbox"/> No	<input type="checkbox"/> Yes		<input type="checkbox"/> No	<input type="checkbox"/> Yes → you are responsible for obtaining and following the <i>Clemson University Sales and Solicitation Policy</i>	
		<input type="checkbox"/> Buffet (allow 2 hr set-up/breakdown time)		Alcohol: Will alcohol be served?					
		<input type="checkbox"/> Plated (allow 3 hr set-up/breakdown time)		<input type="checkbox"/> No	<input type="checkbox"/> Yes → you are responsible for obtaining and following the <i>Registration for Event with Alcohol Form</i>				
FACILITY INFORMATION									
1 <sup>st</sup> Choice		2 <sup>nd</sup> Choice			3 <sup>rd</sup> Choice				
See Attachment A for facility names and contact information. Questions regarding Technical Services or set-up should be directed to the contact person for the particular facility you are using.									
SET-UP INFORMATION (Not all services available at every facility. Please check with desired facility on services offered.)									
<input type="checkbox"/> Chairs Qty:		<input type="checkbox"/> 6' Tables Qty:		<input type="checkbox"/> 8' Tables Qty:		<input type="checkbox"/> Round Table Qty:		<input type="checkbox"/> Seminar Tables Qty:	
<input type="checkbox"/> TV/VCR/DVD Qty:		<input type="checkbox"/> LCD Projector Qty:		<input type="checkbox"/> Slide Projector Qty:		<input type="checkbox"/> Easels Qty:		<input type="checkbox"/> Overhead Projector Qty:	
<input type="checkbox"/> Screen Qty:		<input type="checkbox"/> Microphone Qty:		<input type="checkbox"/> Floor Lectern Qty:		<input type="checkbox"/> Table Lectern Qty:		<input type="checkbox"/> Piano (Brooks Center/Tillman only) Qty:	
<input type="checkbox"/> Flip Chart Qty:		<input type="checkbox"/> Dry/Erase Board Qty:		<input type="checkbox"/> Plants Qty:		<input type="checkbox"/> Phone Line Qty:		<input type="checkbox"/> AV Chart Qty:	
<input type="checkbox"/> Small Dance Floor (HSC only) Qty:			<input type="checkbox"/> Large Dance Floor (HSC only) Qty:			<input type="checkbox"/> 4'x8' Stage Deck (HSC only) Qty:			
<input type="checkbox"/> 35mm Movie (McKissick only) Qty:			<input type="checkbox"/> Dressing Rm (Brooks Ctr/Tillman only) Qty:			<input type="checkbox"/> Video (Tillman/McKissick only) Qty:			
<input type="checkbox"/> Snow Fence (Union Courtyard only) Qty:		<input type="checkbox"/> Portable PA Qty:		<input type="checkbox"/> Internet Line Qty:		<input type="checkbox"/> Music Sound System Qty:		<input type="checkbox"/> Spotlight (Brooks Center/Tillman only) Qty:	
<input type="checkbox"/> Other Qty:									
Additional Notes:									
ATTACHMENTS / SIGNATURES									
1. ALCOHOL: Do you plan to serve alcohol at this event?									
If alcohol will be served, you must also complete the <i>Registration for Event with Alcohol Form</i> and obtain all necessary signatures at least 14 days prior to the scheduled date of the event.									
2. CUPD: Attach the <i>Security Request for Events Form</i> if your event									
a) is open to the public			b) charges admissions			c) is expecting more than 200 people		d) extends building hours	
3. Signature of Authorized Designee for the Facility (required for all events):							Date:		
<b>I CERTIFY THAT I HAVE READ THE ENTIRE CLEMSON UNIVERSITY FACILITY USE POLICY AS WELL AS ANY OTHER REQUIREMENTS FOR THE PARTICULAR FACILITY I AM RESERVING AND ASSUME RESPONSIBILITY FOR MY ORGANIZATION WHILE USING THE FACILITY.</b>									
4. Customer Signature:							Date:		
This reservation is not final until all necessary signatures are obtained. PLEASE NOTE THAT SOME FACILITIES HAVE SEPARATE FORMS/CONTRACTS THAT MUST ALSO BE COMPLETED IN ORDER TO FINALIZE RESERVATION. CHECK WITH THE CONTACT LISTED IN APPENDIX A OF FACILITY USE POLICY									

Appendix C  
Sales and Solicitation Form

CUSTOMER CONTACT INFORMATION			
Sponsoring Department/Organization/Company			
Contact Person		Advisor Name (If applicable)	
Mailing Address	City	State	Zip Code
E-mail Address	Phone #	Fax #	

EVENT INFORMATION			
Event Type			
<input type="checkbox"/> Social Event ( <i>CUPD signature required</i> )		<input type="checkbox"/> T-Shirt Sales ( <i>Central Spirit signature required; must attach copy of shirt design</i> )	
<input type="checkbox"/> Event with food ( <i>ARAMARK signature required</i> )		<input type="checkbox"/> Event on grass ( <i>FMO Landscape signature required</i> )	
Event Name/Description			
Event Date(s)	Event Start Time	Event End Time	
		AM / PM	AM / PM
		AM / PM	AM / PM
Attendants Include (select all that apply)		Estimated Attendance	Tickets/Admission Charged
<input type="checkbox"/> CU Students	<input type="checkbox"/> CU Faculty/Staff	<input type="checkbox"/> Other	<input type="checkbox"/> No <input type="checkbox"/> Yes

AREAS NEEDED – <i>if event will take place outdoors, please secure an alternate rain location</i>	
Area(s)	
Alternate Rain Location	

SIGNATURES REQUIRED FOR EVENT CONFIRMATION AND REGISTRATION			
Area Approval		Date:	
Area Approval		Date:	
HSC Desk (required)		Date:	
CUPD (required if alcohol is		Date:	
FMO Landscape (required if on a landscaped surface)		Date:	
ARAMARK (required if food is served)		Date:	
Central Spirit/Director of Licensing Approval (T-shirt sales only)		Date:	
Athletics (Federal Marked) (Tim Match)		Date:	

I HAVE READ AND UNDERSTAND THE SALES AND SOLICITATION POLICY, AND AGREE TO COMPLY WITH THESE GUIDELINES.			
Customer Signature:		Date:	

Appendix D  
**Registration for Events with Alcohol**

CUSTOMER CONTACT INFORMATION		
Sponsoring Department/Organization/Company		
Contact Person	Advisor Name (If applicable)	
E-mail Address	Phone #	Fax #

EVENT INFORMATION				
Event Name/Description				
Event Date(s)		Event Start Time		Event End Time
		AM / PM		AM / PM
Attendants Include (select all that apply)			Estimated Attendance	Tickets/Admission Charged
<input type="checkbox"/> CU Students	<input type="checkbox"/> CU Faculty/Staff	<input type="checkbox"/> Other		<input type="checkbox"/> No
				<input type="checkbox"/> Yes

**This form is required for registration of all events at Clemson University facilities where alcohol is present.**

Events must be registered with the host facility and approved by campus police unless the area is permanently licensed to sell alcohol. Tentative confirmation of the facility reservation will be made when the event is registered. This form does not ensure availability or registration of the area you intend to reserve. Reservation of the space must be done separately.

- All events where alcohol is served are subject to having security present as required by CUPD at the expense of the reserving group. All requests for CUPD services must be made 14 days in advance of the event.
- All alcohol sales and service will be administered by ARAMARK and will end no later than 12:00AM. Event times are regulated by building hours, although no event may extend later than 2:00AM. Permanent licensed facilities that sell alcohol will operate during regular business hours as usual.
- The approval of the sale and serving of alcohol at any event must be approved by the University Vice President of the group hosting the event, or his/her designee if applicable, and the University Vice President of his/her designee for the area in which the event is held.
- Any violation of this policy will be referred to the appropriate disciplinary body.
- The General Membership of an organization or office requesting an event where alcohol is present is encouraged to be educated about alcohol annually in coordination with the Office of Health Education.
- The original of this form should be retained by the department or group sponsoring the event. A copy should be retained by the host facility.

<b>I AM THE CONTACT PERSON FOR THE GROUP SPONSORING THE ABOVE-REFERENCED EVENT. I HAVE READ THE <i>CLEMSON UNIVERSITY FACILITY USE POLICY</i> INCLUDING <i>SECTION 8.0, USE OF ALCOHOL</i>, AS WELL AS THE <i>DRUG AND ALCOHOL POLICY</i>. I CERTIFY THAT THE ABOVE-REFERENCED EVENT WILL COMPLY WITH THESE POLICIES.</b>		
Customer Signature:		Date:

For Facilities Use Only:		
CUPD Signature		Date:
Group VP Signature		Date:
Facility VP Signature		Date:

## General Posting/Publicity Locations

### 1. **Designated General Posting Boards in Academic Buildings**

It is the responsibility of the group receiving approval to post their own materials on designated boards in academic buildings. Flyers can not exceed 11" x 17". No material should be placed over existing, approved materials. Groups are responsible in making efforts to remove their outdated flyers and posters.

WEST CAMPUS		EAST CAMPUS	
Bracket Hall	Front Entrance, right side	Brooks Center	Wall outside Rm. 206
Olin Hall	Stairwell lading between 1 & 2	Daniel Hall	Across from Rm. 102, 209
Freeman Hall	Inside rooms 111B & 140	Edwards Hall	Outside 2 <sup>nd</sup> floor elevator
Godfrey Hall	2 <sup>nd</sup> floor atrium, under clock	Jordan Hall	Both ends of 1 <sup>st</sup> floor
Hardin Hall	Hallway outside Rm. 118	Lehotsky Hall	Hallway outside Rm. 135
Hunter Hall	1) Front Entrance	Martin Hall	On 3 <sup>rd</sup> floor in Section O
	2) Near auditorium	Rhodes Residence	2 <sup>nd</sup> floor outside stairwell
Lee Hall	Left of gallery outside Rm. 151	Strode Tower	1 <sup>st</sup> floor, near elevator
Mell Hall	Hallway near back entrance	Tillman Hall	Ground floor, near G11

2. **Designated Bulletin Boards within the University Union and Hendrix Student Center:** (Union) - Bulletin boards are located in the stairwells, Loggia, and outside the Palmetto Ballroom. (HSC) – Bulletin boards are located by the Student Lounge, McKissick Theater, and outside the Michelin Career Center. Flyers may not exceed 11" x 17".
3. **Banner Alley:** All banners must be approved at the Hendrix Student Center Information Desk. The standard size of a banner can be a maximum of 30" tall x 42" wide. Banners will be posted on a first come, first serve basis and will only be posted for a time period of two weeks. The Union will also post banners approved for the Library and HSC banner alley. All of these areas will be maintained by the University Union.
4. **University Housing:** All flyers must be approved by Housing as well as the Hendrix Student Center. Only recognized student organizations may post in the residence halls. Flyer distribution is as follows:

LOCATION	Total # Flyers
EAST CAMPUS HOUSING (Mauldin Hall)	80
WEST CAMPUS HOUSING (707 Univ. Union)	131
GREEK COMMUNITY AREA (Norris)	20

5. **Other Bulletin Boards:** Most other bulletin boards in buildings are reserved for specific department use. In order to put your materials on their boards, you must secure approval from the appropriate department representative.
6. **Light Pole Banners:** Contact University Facilities at (864) 656-4940 to hang professional banners.
7. **Advertising Options:**
  - a. *The Tiger Newspaper:* Contact (864) 656-2167 or office located on the 3<sup>rd</sup> floor of the Hendrix Student Center
  - b. *Clemson Cable Network (CCN):* Contact (864) 656-ICCN
8. **Student Digest:** Recognized student organizations and campus departments may use the Student Digest for important announcements of broad interest or recruiting. All enrolled students receive a weekly email directing them to the Student Digest. Please visit <http://digest.clemson.edu> for more information on how to submit messages.
9. **Table Tents:** For more information on how to distribute table tents to the dining facilities, please contact ARAMARK at (864) 656-2007.
10. **Yard Signs and A-Frames:** All yard signs and A-frames must be approved by the Hendrix Student Center. Please see Hendrix Information Desk for approval form. Specifications are as follows:
  - a. Yard signs must be professionally made
  - b. Maximum of 10 yard signs per event
  - c. Signs may only be displayed the day of the event no earlier than 6:00AM and must be removed the next day no later than 8:00AM
  - d. **May not** be displayed in any of the following areas: Tillman Hall, Sikes, Military Heritage Plaza, the President's lawn, Calhoun Mansion, or any other part of the historic district
  - e. Events must be sponsored by a recognized student organization or University department.
11. **The Toilet Paper:** The Toilet Paper is an educational flyer produced by Health Education in partnership with CLEMSONLIVE. It is approved to be posted on restroom stalls in all residence facilities, the Edgar A. Brown Union and Hendrix Student Center. To post in other facilities, approval must be obtained by the Vice President responsible for the facility or his/her designee.

For further information about the posting policy or mass e-mail, please contact the Hendrix Center Information Desk at (864) 656-INFO (4636).