

# Scheduling and Classroom Management: Event Scheduling Policy

This policy pertains specifically to event and activity scheduling (i.e., any non-instructional related event or activity).

The following spaces on main Campus (including CSU East) are available for reservation by Clayton State University colleges and departments, registered student organizations, and community groups:

- Instructional spaces
- University outdoor and common spaces
- The Harry S. Downs Center
- The Student Activities Center (SAC) & University Athletics facilities

[Campus Map](#)

For spaces at the Fayette/Henry County locations (<https://www.clayton.edu/fayette>) contact their main office at 678.466-5000.

## Contact Information

Scheduling Need	Contact Area or Unit
Academic Course Scheduling	<i>Academic Planning and Assessment</i>  <a href="mailto:astrascheduling@clayton.edu">astrascheduling@clayton.edu</a>
Faculty and staff events with only Clayton State faculty, staff, or student attendees  Student Events  Any event in the Student Activities Center (SAC)	<i>Student Activities Center</i>  <a href="mailto:sac@clayton.edu">sac@clayton.edu</a>
Any event in the Center for Continuing & Professional Education  Events organized by public entities in university instructional spaces or Continuing Education spaces. This excludes the Student Activities Center (SAC), Spivey Hall, and Athletics Facilities	<i>Center for Continuing and Professional Education</i> <a href="mailto:ce@clayton.edu">ce@clayton.edu</a>  or <i>Conference Services</i> <a href="mailto:conferenceservices@clayton.edu">conferenceservices@clayton.edu</a> 678-466-5080
Events in the gym and other athletic spaces (e.g., soccer fields)	<i>Department of Athletics</i> <a href="https://claytonstatesports.com">https://claytonstatesports.com</a> 678-466-4692
Events or activities to be held in Spivey Hall	<i>Spivey Hall</i> <a href="https://www.spiveyhall.org">https://www.spiveyhall.org</a> 678-466-4200
Reservation of special use departmental space	<i>Departmental Contacts</i>  <a href="#">Campus Directory</a>

## Event Scheduling and Prioritization of Scheduling

Academic classes have priority over all activities in university classroom spaces and are scheduled prior to any event scheduling. Dates to begin requesting events for each semester are determined by the Division of Academic Affairs in conjunction with the Registrar's office determines when event scheduling may begin each semester. This schedule is provided to each of the academic deans and their scheduling designees.

Prioritization of Scheduling will be in the following order with any event scheduling occurring after completion of academic room scheduling.

1. Credit-bearing courses, their tests, and required class meetings
2. Recurring academic events (faculty-intensive or faculty-led)
3. Non-recurring academic or non-academic events for faculty
4. Recurring and non-recurring events for student organizations

## Costs Associated with Room Reservations

Fees may be charged for reservation and use of campus spaces by non-university groups based on the room size (capacity), organization/group, duration of the event, and setup.

Fees will be assessed for use of the Harry S. Downs Center and for the Student Activities Center (SAC) based on the current fee schedule. Visit the **Conference Services Website** at

<https://www.clayton.edu/conference-services/> or contact the **Student Activities Center** staff at [SAC@clayton.edu](mailto:SAC@clayton.edu) or at 678-466-5433.

If you are unsure of what space you would like to reserve go to: <http://www.clayton.edu/astra> to review a list of campus spaces and locations.

## University Departments: Instructional Space, the Student Activities Center, University Common Space and Outdoor Areas Reservations

Event requests must be submitted **at least three (3) business days prior to the event.**

Only departmental scheduling designees may submit room requests via Astra Schedule.

If your request is approved and scheduled, a confirmation will be e-mailed to the requester. Please remember, your reservation is not final and your event location should not be publicized until the requestor receives an email confirmation in which the reservation status is noted as “SCHEDULED”.

Requests for space in the Student Activities Center (SAC) or rooms specific to the Center for Continuing and Professional Education must be made with those departments. Please see the contact information at the beginning of this document.

Departments wishing to reserve conference rooms or other departmental space not included in Astra must contact the department directly.

## Registered Student Organizations

Only the president or director of a registered student organization may use Astra Schedule for space reservations. If the email and contact address submitted do not match the organization president or director, as on file with Campus Life, the reservation request will be declined.

- General reservation requests **must be submitted ten (10) business days prior to the event.**
- On-campus party reservations **must be submitted five (5) weeks prior to the requested date.**
- If your request is approved, a confirmation will be e-mailed to the requester. Please remember, your reservation is not final, and your event location should not be publicized until the requestor receives an email confirmation where the reservation status is noted as “SCHEDULED.”

## External Event Request Procedures

Individuals and organizations external to the university who wish to reserve on campus space for an event, meeting or activity should contact the following departments based on their specific needs. This includes event scheduling for non-profit and not for profit 501(c)3 entities, for profit organizations and other external agencies (including cities, towns, counties, private businesses, federal agencies, etc.).

Scheduling Need	Contact Area or Unit
Student Life Areas: The Student Activities Center (SAC), Outdoor Campus Space	<i>Student Activities Center</i> <b><u>SAC@clayton.edu</u></b> 678-466-5433
Other Campus Spaces including the Harry S. Downs Center for Continuing and Professional Education*	<i>Conference Services*</i> <b><u>conferenceservices@clayton.edu</u></b> 678-466-5080

\*Visit the University's Conference Services webpage at <https://www.clayton.edu/conference-services/> and complete the [Conference Services Request Form](#) located on that page.

A representative from Conference Services or Student Life will contact you based on your request.

## Changes to an Event Reservation

Requests for changes to your reservation should be made to the original contact person or unit as listed above.

# Guidelines and Requirements Related to Food and Beverages at Campus Events

Please visit the CSU Dining website for information on Catering Services and specific policies related to food on campus.

[University Catering Policy](#)

[Recognized Student Organizations \(RSO\) Catering Policy](#)

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Exclusive Catering Provider:

Clayton State University has granted Aladdin the exclusive right to perform all food services on or from the premises.

Student Organizations Only:

Aladdin shall provide a catering guide with discounted prices “For Student Organizations Only” which allows student organizations to pick up and self-serve food and/or beverages at student organization events. Such catering guide shall be made available to all student organizations recognized by the University at the beginning of each academic year. All student organizations recognized by the University shall also be permitted to self-serve their own snacks at student organization events.

The above should be interpreted to mean the following:

Food and beverage service for any university-sponsored event will be provided exclusively by Aladdin Campus Services. “University-sponsored” is defined by either:

CSU funds (including Foundation funds) are supporting any portion of the event, OR

The event is being held on University property.

Recognized Student Organizations (RSO’s) have three options:

Use Aladdin’s full catering services and pay full price.

Use Aladdin’s “For Student Organizations Only” catering guide to purchase food/beverages at discounted prices and self-serve the food/beverages at the event.

Provide food/beverages on their own (from whatever source they desire) and self-serve the food/beverages at the event.

RSO’s are permitted to use any of the above three options regardless of event location, size (number of guests), or purpose. (For example, if an RSO is sponsoring a party for local school children and they want to serve “Papa John’s” pizza, they are permitted to do so, even if University personnel are invited.)

RSO’s may not “sponsor” events for other groups for catering purposes.

At no time is a student organization permitted to use a caterer other than Aladdin.

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Exceptions to Using Exclusive Catering Provider

Exceptions are generally allowed in the following circumstances:

For small, informal events where food is provided by the participants themselves and no University or Foundation funds are used for any part of the event.

## Tobacco Free Campus

As of October 1st, 2014, Clayton State University will be a tobacco-free campus, in compliance with the Board of Regents of the University System of Georgia's policy 9.1.7.

Visit <https://www.clayton.edu/tobacco-free/> for more information.