

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY & PROCEDURES MANUAL

SPACE USE  
Procedure 13-12 (L)  
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Effective: December 20, 2025

(1) INTRODUCTION

This procedure sets forth definitions related to space use on college property, designation of space types, space use restrictions and the space reservation process.

(2) DEFINITIONS

- a. College Authorized Activity: Any official event or function that the College has approved and that occurs on property owned or leased by the college. Employee support of official events or functions must be conducted within the scope of their employment and with the express consent of their immediate supervisor.
- b. College Facilities: All property owned or leased by the College.
- c. College Group: All College departments and offices, recognized College organizations, and officially registered student organizations (RSOs).
- d. College Organization: Any formally recognized entity established or authorized by the College to advance its institutional mission, priorities, and operations through coordinated activities, programs, or services.
- e. Non-Affiliate: Any individual or entity that does not hold the status of a College student, employee, trustee, director, or emeritus.
- f. Restricted Noise: Noise or amplified sound that interrupts the operation of the College, including but not limited to, audio enhancement devices, vocally amplified sound like shouting, other noisemaking instruments, noise that is audible more than fifty (50) feet from the source of the sound, and/or noise occurring during the designated hours as defined in Section (3) below. Restricted noise does not include noise which is necessary for the conduct of official College functions, including, but not limited to noise related to construction, maintenance, and landscaping.

- (3) Designated Hours are the times in which spontaneous expressive activities may occur in outdoor publicly accessible areas on weekdays, 8:00 a.m. to 5:00 p.m., when the College is open. Designated hours may vary pursuant to College policy/procedure.

(4) DESIGNATION OF SPACE

- a. Closed Spaces: Classrooms, labs, administrative suites, employee

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offices/restricted areas, and similar spaces that are closed to public use unless otherwise specified.

- b. Reservable Spaces: The College maintains a dynamic list of indoor spaces that may be reserved by departments, employees, students, RSOs, and non-affiliates for events consistent with College's mission, policy, and procedure. Priority may be given to official College uses. Non-affiliates may access indoor spaces only when co-sponsored by the College or when a venue is explicitly available for public reservation.
- c. Outdoor Publicly Accessible Areas: On days College facilities are open, publicly accessible outdoor areas (excluding parking lots/garages and specifically identified restricted zones) are generally available for spontaneous expressive activity during designated hours, subject to this procedure. Any individual may use publicly accessible outdoor areas for speaking, leafletting, carrying signs, or petitioning without prior notice, subject to the restrictions in this procedure.
  - i. The College may identify outdoor areas where noise and crowd size may be limited and/or where additional safety limitations are required.
  - ii. Usage shall not interrupt the College's educational and/or administrative functions, other campus-life activities, and may not impede ingress or egress to any College property, parking lot, building, facility, or event.

(5) USAGE RULES AND PROHIBITED CONDUCT

- a. Ingress/Egress and Pedestrian Use: Events may not block sidewalks, doors, streets, or required emergency egress routes.
- b. Tents/Structures/Posting: No staking or ground penetration; temporary structures require prior approval from the Director of Facilities Management and must use approved ballast. Attaching materials to buildings or fixtures is strictly prohibited.
- c. Sound: Restricted noise is prohibited during work and class hours and indoors unless approved as part of a reservation or official College function. Outdoor exceptions require prior approval. The College reserves the right to require volume adjustments to prevent interruption of operations.
- d. Food and Beverage:
  - i. Sale of food is limited to College food services/contracted vendors.

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- ii. Food served at any event must be approved by Conference & Event Services.
- iii. Alcohol service must comply with College policies and applicable law.
- e. Other restricted equipment and activities:
  - i. Operation of motorized vehicles or trailers on walkways or campus grounds requires prior written approval.
  - ii. Use of unmanned aircraft systems (UAS)/drones requires prior written approval
  - iii. Animals on campus must comply with College Policy 13-03 and corresponding procedure 13-03 (A).
  - iv. Open flames and charcoal grills are prohibited, except in limited cases with prior written approval.
- f. Prohibited Conduct:
  - i. Activities that interrupt College operations (e.g., excessive noise, obstruction, etc.)
  - ii. Overnight camping or sleeping.
  - iii. Attaching either permanently or temporarily any items to College property.
  - iv. Leaving trash, materials or pollutants in any area.
  - v. Unauthorized alcohol use.
  - vi. Distribution of written materials in any classroom, or corridor or entrance adjacent to any classroom, unless the distribution is part of an approved College activity or operation.
  - vii. Placing any materials on vehicles in the parking lots or garages.
  - viii. Commercial activity, including selling goods or services or soliciting customers or prospective customers, unless authorized as part of an approved activity or operation.

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- ix. Any activity that is illegal under local, state or federal law.
- g. The College reserves the right to require full reimbursement of any additional costs incurred as a result of contractual obligations, violations of this procedure, or any other exceptional circumstances.

(6) LARGE GROUP OUTDOOR ACTIVITY

- a. Any individual or organization whose intended use of College outdoor facilities is expected or reasonably likely to draw more than 50 people must notify the College's Office of Conference and Event Services at [Conferenceandevents@csc.edu](mailto:Conferenceandevents@csc.edu) pursuant to Section b below. Prior notice allows the College to assess space needs, potential scheduling conflicts, and public safety considerations. Organizers of Spontaneous Outdoor Activity may be required to pay security, clean-up, and/or damages costs.

The College has sole discretion to determine whether a large group event may proceed in accordance with Section (7) d of this procedure. The College may implement any measures deemed necessary to prevent such events from taking place when circumstances warrant such action.

The College may require large group events to disband or be cancelled if prior notice has not been provided and there is a likelihood that prohibited activities, as outlined in Section (5) above, may occur.

- b. Any spontaneous outdoor activity likely to exceed 50 people must provide notice according to the following requirements:
  - i. If expected attendance is between 51-199 people, organizers must notify Conference & Event Services at least five (5) business days in advance to coordinate space, safety, and scheduling (events may still proceed when feasible if less notice is given).
  - ii. If expected attendance is 200 or more people, organizers must notify Conference & Event Services at least 10 business days in advance to coordinate space reservation, safety, and scheduling. Organizers must also submit a security plan to the Columbus State Police Department (CSPD). CSPD has sole authority to determine the sufficiency of a security plan. CSPD rejection of a security plan will result in an automatic denial of space use if security or logistical support cannot be reasonably arranged within the proposed timeframe.

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- iii. The College will make reasonable efforts to accommodate large group events, even when the required advance notice is not provided.

(7) RESERVATION PROCESS

- a. Any individual or organization may request to reserve space to host an event at one of the College's facilities. Reservations are required when an event seeks sole use of a space, requires College resources, or involves the construction of temporary structures, sound amplification, food and beverage service, or use of vehicles or drones. All reservation requests go through Conference & Event Services; reservation forms and timeline requirements are posted on the Conference & Event Services webpage.
- b. An event at the College includes any non-curricular planned gathering, including but not limited to lectures, speaker presentations, conferences, forums, performances, concerts, demonstrations, protests, rallies, celebrations, and social gatherings. Types of events, include:
  - i. College Sponsored: An official College special event inside the scope of employment where a College group or organization is the sole sponsor, and the College assumes full responsibility for the planning and execution of the event. Generally, College group events are those for which a College department(s) bears a substantial portion of the costs, and the event has articulable, beneficial-educational impacts to the College.
  - ii. Co-Sponsored: An official College special event where sponsorship and responsibility are shared between the College and a non-affiliate group. The College group must be the primary sponsor of the event and must actively participate in the planning for the event and a pre-determined representative(s) of the College must be present.
  - iii. Non-College Sponsored Event: A special event where a non-affiliate group is the sole sponsor that assumes full responsibility for the planning and execution of the event. Unless explicitly authorized, College employees are prohibited from using College resources to support non-College sponsored events.
- c. All event requests originating from College departments, faculty, staff, RSOs, or students must be approved by the requesting Division VP or designee prior to the submission of the request to Conference & Event Services, CSPD, and

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Curriculum Management. Any events scheduled that have not followed this request approval process may be cancelled or rescheduled at the College's discretion.

- d. The College reserves the right to reschedule or relocate any event that poses a safety risk, is likely to cause interference with campus activities or when required by safety, weather, grounds, conditions, or maintenance needs. When practicable, the College will provide reasonable advance notice, generally within three (3) business days prior to the event.

(8) SECURITY, CLEAN-UP AND DAMAGE COSTS

- a. Individuals, groups, or organizations requesting an event space will be provided with an itemized security cost estimate for the event, based on the following factors: size, location, date and time, necessary safety measures. CSPD has sole authority to determine security-related cost estimates for eligible events. Payment of security costs is due prior to the scheduled event date.
- b. Individuals, groups, or organizations reserving event space shall be responsible for clean-up and for any damage incurred during use, including all associated costs, which will be determined by the College. Facilities Management may require deposits and/or agreements for events with an expected attendance of 50 or more people.
- c. All individuals, groups, organizations, and/or non-affiliates with executed reservation agreements are covered under this section.

- (9) Nothing in this procedure prevents lawful time, place, and manner restrictions governing the use of College property.

New Procedure approved by the President: December 20, 2025