

## University of Georgia Campus Reservation Policy

The University of Georgia has many areas of campus that are accessible to members of the public. Expressive activity on publicly accessible areas of campus is subject to the University's Freedom of Expression Policy. Areas of the University of Georgia campus that are not publicly accessible (such as auditoriums, lecture halls, and recreational facilities) are primarily available for use by members of the University community with certain exceptions. Accordingly, areas of campus that are not publicly accessible may only be reserved for the following types of events:

1. Events arranged by the University (including colleges, departments, units, or employees on behalf of the University) or registered student organizations.
2. Events arranged or sponsored by individual UGA students, groups of UGA students, or faculty/staff of the University (acting in an individual capacity and not on behalf of the University). The individual UGA student or faculty/staff member must request the space and serve as the primary contact/planner for all event-related details. Sponsorship requires the sponsor be in attendance at the event. The sponsor also assumes liability for any unpaid costs or property damage associated with the event. Securing a sponsor does not guarantee a reservation request will be approved; and factors to be considered include the availability of space, weather, proximity to finals and holiday breaks, and the policies and requirements of the particular facility. No member of the University community has any obligation to sponsor an outside group or individual seeking to hold an event on the University's campus.
3. Events arranged by federal, state, and local government agencies/organizations not affiliated with the University of Georgia.
4. Career recruitment events arranged for the University's students by commercial organizations not affiliated with the University of Georgia. All commercial organizations must adhere to the University's Solicitation Policy (<http://policies.uga.edu/Solicitation/>).
5. Wedding parties and comparable private celebrations.
6. Athletic events.

The following locations, which accept reservations from the general public in accordance with their own policies and procedures, are not covered by this Policy:

- (a) Georgia Center for Continuing Education and Hotel;
- (b) University of Georgia Tifton Campus Conference Center;
- (c) Georgia 4-H Facilities;
- (d) State Botanical Garden of Georgia;
- (e) The Seney-Stovall Chapel;
- (f) The Lake Herrick Pavilion.

In addition to compliance with this Policy, all events at University facilities are subject to the applicable policies and requirements of the particular facility.

The individual or organization reserving space or indicated as the sponsor on a reservation request assumes all responsibility for the accuracy and veracity of the information regarding the reservation request and related event. Individuals or organizations are not permitted to (i) reserve space on behalf of other individuals or organizations (other than in the case of a sponsored event, as described in Item 2 above, in which case the sponsor must clearly indicate the individual or organization being sponsored and will remain ultimately responsible for the event); (ii) transfer reservations to another individual or organization; or (iii) sublet the facilities.

If the University determines that an individual or organization has engaged in such prohibited conduct or has otherwise provided intentionally inaccurate or misleading information, such individual or organization, as well as any individual or organization on whose behalf or for whose benefit the offending individual or organization is determined to have acted, will have all reservation privileges (including existing future reservations) suspended for a 6-month (consecutive) period, not including summer or break periods.

All charges will be the responsibility of the individual or organization requesting a reservation. UGA colleges, departments, units, or registered student organizations will be billed for charges associated with their events. Other individuals or groups hosting events must pay associated charges prior to the date of the reservation in accordance with the applicable facility policies and requirements. The individual or organization reserving space (including as a sponsor) is liable for any damage to the facility and may be responsible for reasonable security costs.