



UNIVERSITY OF  
WEST GEORGIA

Last Approved N/A  
Effective N/A  
Next Review N/A

Area Risk/Security/  
Envrnmntl Hlth &  
Safety  
(Procedures)  
Chief Or Chief  
Responsible Facilities  
Office Officer

## Event Planning and Registration

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Authority for Procedure granted by UWG PL 7002, [Event Planning and Safety](#)

These procedures identify the uniform process by which the University of West Georgia (UWG) manages space and resources. Facility and space utilization is a critical component in the delivery of academic and extracurricular programs/Events at UWG.

These procedures apply to Events sponsored by University Units, [Registered Student Organizations](#), and External Parties, which are held in both indoor and outdoor spaces at UWG.

### A. Reservation Requests

Events shall be scheduled using the approved event scheduling system ([Reserve West](#)) to ensure all approvals/requirements are met (including security). Failure to comply with these procedures may result in disciplinary actions, including, but not limited to, loss of reservation privileges. (see section: Special Events).

The following spaces on campus are available for reservation. This is not an exhaustive list but rather examples of commonly requested spaces.

- General classrooms
- Outdoor and common spaces
- Campus Center
- Coliseum
- Townsend Center

# 1. Event Approvers

The appropriate University officials authorized to approve Social Events are:

- President
- Chief Legal Officer
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Vice President for University Advancement
- Director of Athletics

## B. Facility Care

All individuals utilizing UWG facilities are expected to take reasonable steps to ensure proper care of the venue and equipment. Damage, repair, and replacement costs are the responsibility of the sponsoring organization/Unit. UWG property (i.e., furniture, paintings, sculptures, displays, flags, etc.) may only be moved or removed from a venue with approval from Facilities Development & Sustainability (FD&S) or their designee at UWG [satellite sites](#). All sponsoring organizations/Units, including registered student [organizations](#), must leave facilities as they found them.

**Note:** All events by External Parties (not an official University Unit or student organizations) must submit a [Facilities Use Agreement \(FUA\)](#) and a certificate of insurance to the University. Insurance may be purchased through the Tenants' and Users' Liability Insurance Policy ([TULIP](#)) program.

## C. Space Capacity

All Event locations must follow set capacity numbers, which may be dependent on Event space setup and/or type. Facility Development and Sustainability (FD&S) will provide information regarding the maximum number of attendees for the space reserved to ensure that Events abide by all safety regulations, including, but not limited to, the local fire code and ticketing requirements.

## D. Prioritization Of Scheduling

A minimum of five business days is requested for adequate Event scheduling to prevent conflicts with other planned activities in the space. This time frame ensures the availability of necessary University resources for crowd control and security measures. If advance notice is not feasible, the Organizer should provide the University with as much advance notice as circumstances reasonably permit. See [UWG PL 1006, Campus Use Procedures](#).

The University reserves the right to determine a space requests priority category. Reservations submitted during priority time are accepted on a first-come, first-served basis within the priority category. Please note priority levels may vary by venue. Please refer to each venue's policies and procedures for priority information.

# 1. Campus Center Priority Tiers

- **Tier 1**
  - University President or Vice President endorsed campus-wide Events.
  - UWG [Registered Student Organizations](#) (must be reserved by the organization's President or Vice President). UWG student organizations must be registered through the Center for Student Involvement and Inclusion (CSII).
  - Complex Events coordinated by External Parties that require substantial advanced planning (must have a request submitted and approved by the Director of University Recreation).
- **Tier 2** - UWG Units and Affiliated Organizations
- **Tier 3** - External Parties - non-UWG Affiliated Organizations or individuals

# 2. Academic Classroom Priority Tiers

- **Tier 1** - Academic classes and supplemental instruction sessions
- **Tier 2** - UWG Units
- **Tier 3** - UWG [Registered Student Organizations](#) (must be reserved by the organization's President or Vice President). UWG student organizations must be registered through the Center for Student Involvement and Inclusion (CSII).
- **Tier 4** - External Parties - non-UWG Affiliated Organizations or individuals

## **Cancellation**

The University shall make every reasonable effort to allow an Event to go forward or continue while taking all necessary steps to ensure a safe campus. However, UWG retains the discretion to cancel any Event where the security risk to the University is too high to address adequately with available resources.

# E. Special Events Criteria

An Event meeting specific criteria (listed below) is classified as a "Special Event," requiring organizers and facility management to develop a Special Event Emergency Plan tailored to address site-specific conditions, Event type, and facility needs. This plan focuses on the University's emergency response capability and resource management, outlining measures to minimize risks and protect lives and property.

Criteria for Special Events requiring additional emergency planning may include the following:

- Occurring outdoors with 250 or more attendees
- Expecting 1,000 or more participants

- With a majority of attendees from outside the University Community
- Potentially disrupting normal University operations
- Involving minors staying on campus (see UWG PL 7002, [Protection of Minors on Campus](#))
- Classified as conferences
- Scheduled to run overnight in non-residential buildings
- Likely to attract media attention
- Events with alcohol

For additional information on Special Events and security needs, see UWG PL 7002, [Event Safety and Security Management](#).

## F. Related Procedures

The Organizer must ensure that the Event is conducted in accordance with all applicable laws, policies, and procedures set forth by all authorities with jurisdiction. (See section, Guidelines/Related material)

## Definitions

**Affiliated Organization** – as defined by the BOR BPR, Section 17.1, [Affiliated Organization Definition](#) includes the UWG Foundation, UWG Real Estate Foundation, and the UWG Athletic Foundation.

**Campus** - UWG-owned or leased buildings, grounds, and property, including sidewalks and streets within campus boundaries (includes main and satellite locations).

**Event** - activities approved by the appropriate University officials and characterized by the rental of University facilities or space and the congregation of students, faculty, staff, or guests for student service activities, including, but not limited to, University athletic or academic purposes.

**External Party (aka Third-Party)** - programs and/or Events that are planned, managed, or funded by an individual or organization in which the Event is not affiliated with the University.

**Organizer** - A University unit that organizes, sponsors, and/or supervises the Event. This definition may include third parties/groups that rent facilities pursuant to a contractual arrangement.

**Units** - a University division, department, college/school, office, program, research center, or other operating academic/administrative area.

## Guidelines/Related material

- [Reserve West](#) - For questions related to Event Registration and requirements, email [reservewest@westga.edu](mailto:reservewest@westga.edu).
- [University Policy and Procedure \(PolicyStat\) Library](#)
  - UWG PL 7006, [Alcohol And Tobacco On Campus](#)

- UWG PL 3001 Associated Procedure, [Food Purchases](#)
- UWG PL 3005 Associated Procedure, [External Fundraising](#)
- UWG PL 1006, [Freedom Of Expression and Academic Freedom](#)
- UWG PL 7004, [Protection Of Minors On Campus](#)
- UWG PL 7002 Associated Procedure, [Event Safety and Security Management](#)

## Approval Signatures

Step Description

Approver

Date