

NUMBER: SA 3.23
SECTION Division of Student Affairs
SUBJECT Outdoor Event Registration
DATE : August, 2012
Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. T. Moore
Issued by: Student Life

I. Policy

University policy designates six routine outdoor areas for use by individuals wishing to sponsor outdoor events on campus:

1. Upper Quad area located between the Administration building and the Media building, also bordered by the Hodge Center and Library.
2. Lower Quad area located between the Media building and Smith science building, also bordered by the Humanities and Performing Arts Center and College of Arts & Sciences building.
3. Campus Life Center patio area, including the area between the Campus Life Center and the College of Arts & Sciences Building
4. Campus Life Center - Green space
5. Susan Jacobs Arboretum Amphitheater
6. University Readiness Center - Green space

These areas are available on a first come, first serve basis through the Office of Special Events and Facilities Scheduling, for registered student organizations, academic units or university departments.

Events scheduled in these areas must comply with reasonable time, place, and manner restrictions. Activities may not under any circumstances interfere with normal operations of the area. Events may be scheduled in these areas only during daylight and with appropriate approval.

II. Procedure

- A. All outdoor events in other areas of the campus and in above designated areas during dark hours must be approved by the Director of Student Life.
- B. Approval must be obtained a minimum of two weeks in advance to allow for proper notification and scheduling of support services.
- C. The sponsoring organization of the event is responsible for all costs incurred by the event. These costs may be subject to include additional work, security, or personnel costs.
- D. Under no circumstances may events inhibit or hinder the normal operation of university functions. A reasonable time, place, and manner restrictions will be imposed by the University.
- E. This procedure must be followed for all outdoor events sponsored at any university owned or controlled facility.
- F. Safety of the event participants and University students, faculty, and staff is a primary concern and will be the controlling factor in the approval of outdoor events.
- G. Intramural events scheduled through Campus Recreation are exempt from this policy.
- H. The use of outdoor areas for amplified events is limited by the nature of the given area and the probability of interference with official university functions. Amplified sound is defined as any form of equipment (i.e., microphone, speakers, amplifiers, bullhorns, musical instruments) used to increase sound levels or any object that does not require equipment to project its sound.
 - a. Amplification of sound during the university's normal working hours (i.e. class hours, exam periods, university events, etc.) or sound amplification affecting the greater campus community is prohibited.
 - b. Outdoor events employing amplified sound will conclude no later than 10:00pm Sunday through Thursday, and 12:00am Friday and Saturday.
 - c. Complaints should be directed to the Office of Student Life during business hours, and University Police if the event occurs after normal business hours. Student Life and University Police reserve the right to cancel any event that is not in compliance with this policy.
- I. For additional information concerning this policy or approval process, contact the Director of Student Life at (864) 503-5387.

Related Policies:

Advertising & Posting Policy
Late Night Event Policy
Special Events Policies & Procedures

(This policy is adapted from USC Columbia Campus Policy – BUSF 3.23)