

## COMMUNITY RESERVATIONS

In order to lease event space at the University of South Alabama, Non-USA person(s) or group(s) must secure formal sponsorship for that activity from an active, recognized University of South Alabama student organization or a University of South Alabama academic or administrative department. The documentation required by the University from the non-USA group or individuals can be found at:

<http://eventrequest.southalabama.edu>. The Non-USA groups or individuals are responsible for any applicable usage fees, personnel fees and insurance coverages, as well as the cost of any public safety staffing which is deemed necessary at any time by USA.

Any University of South Alabama student organization or University of South Alabama department participating as a sponsor of the Non-USA event must have no less than one (1) authorized representative present for the duration of the event. Additionally, the sponsoring department or group will be held responsible for any unpaid costs or property damage associated with the event.

This policy must be read in conjunction with all other University of South Alabama policies governing same, including but not limited to the policy entitled Use of University Space, Facilities, and Grounds, the link to which is: [Use of University Space, Facilities, and Grounds Policy in the Lowdown](#).

The Mitchell Center is a venue and does not fall under this policy. Some facilities may have additional reservation policies. For information on reservation policies for the Mitchell Center, see the highlighted link below:

Mitchell Center:

[www.southalabama.edu/.../mitchellcenter/mitchellcenter/reservations.html](http://www.southalabama.edu/.../mitchellcenter/mitchellcenter/reservations.html)