

Georgia College & State University  
Campus Fee Schedule

July 1, 2007 - June 30, 2008

July 19, 2007

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## **Campus Fee Schedule** **July 1, 2007 – June 30, 2008**

### **GENERAL FACILITY USAGE POLICIES AND PROCEDURES**

All non-academic use of GCSU facilities should be coordinated through the Department of Public Services. *The Department of Public Services does not charge event facilitation service fees for any GCSU sponsored event.* However, the department generally charges event facilitation service fees for those events not sponsored by the university. In those situations, payment should accompany Facility Request Forms, and payment should be by check or money order, payable to Georgia College & State University.

While GCSU sponsored events are exempt from event facilitation service fees, campus units may be charged for the actual direct expenses incurred in support of their events. Such charges could include overtime for custodians, electricians, Public Safety officers, and other supervisory personnel, as well as purchases in support of events. Some of these charges are detailed below.

**SECURITY:** The use of GCSU Public Safety personnel is required at all functions where alcohol is being consumed and at all other functions as deemed necessary by the GCSU Director of Public Safety. For alcohol functions it is recommended that there be a minimum of one (1) officer per 100 participants. Public Safety officers shall be retained at the rate of \$21 per hour per officer. These charges will be in addition to all applicable event facilitation service fees.

**SUPPORT SERVICES PERSONNEL:** Events requiring the services of GCSU custodians and/or electrical/HVAC technicians beyond the normal work day shall retain these services at a rate of \$18 per hour per custodian and \$35 per hour per technician. External events requiring these services during normal working hours will be charged the hourly rate (plus FICA/FICA Med) of the employee(s) providing the services. These fees will be in addition to all applicable event facilitation service fees.

**SUPERVISORY FEES:** Hourly supervisory fees may be charged for use of facilities prior to and following the normal operating schedule.

**DAMAGE/CLEAN-UP:** Any cost for clean up and/or repairs beyond that of normal use and wear shall be the responsibility of the user. All fees assessed for damages and/or clean-up shall be made payable to Georgia College & State University.

**GENERAL FACILITY USAGE POLICIES AND PROCEDURES,  
CONTINUED:**

**MEDIA EQUIPMENT AND SUPPORT:** Media equipment including portable sound systems, overhead projectors, video/data projection units, televisions, videocassette recorders, and amplified podiums is available through Audio Visual Support Services (Ext. 0532) at prevailing usage rates. (See page 30.)

**FUND-RAISING EVENTS (CHARITABLE ORGANIZATIONS):** Charitable organizations may be allowed the use of GCSU facilities for fund-raising events without event facilitation service fees being charged provided the event and organization meet applicable criteria and follow the procedural guidelines as provided through the Department of Public Services. (Requests to waive event facilitation fees must be made to the Department of Public Services in writing, and approved by the Associate Vice President for Extended University.) Charitable organizations/fund-raising events will still be responsible for all service-related costs surrounding their scheduled activity. This shall include costs associated with set-up, clean-up, supervision, media, and security. **The Old Governor’s Mansion is not available for fund-raising activities.**

**STATE OF GEORGIA SPONSORED/NON-PROFIT GROUPS:** State of Georgia sponsored or appropriate non-profit organizations shall be considered eligible for GCSU faculty/staff usage rates. Requests to be considered for this rate should be made in writing to the Department of Public Services.

**INSURANCE REQUIREMENTS:** Non-GCSU sponsored events which are considered major events due to their purpose, their program/event format, the potential size of their audience, their number of participants, or the area(s) they are scheduled to use may be required to show verification of insurance as follows:

<b>Personal Injury/Bodily Harm</b>	<b>\$1,000,000 Liability</b>
<b>Damage to Property</b>	<b>\$ 500,000 Liability</b>

**Proof of insurance must be verified prior to confirmation of space.**

**FACILITY USE DURING HOLIDAYS:** Facilities will not be available for non-GCSU sponsored events during periods in which the campus is closed. For example, facilities will not be available from December 24, 2006 - January 2, 2007, when GCSU will observe the Christmas and New Year’s holidays.

**GENERAL FACILITY USAGE POLICES AND PROCEDURES,  
CONTINUED:**

**CANCELLATIONS/REFUND POLICY:** Users who cancel a reservation 14 or more days prior to the date of an event will receive a full refund of facilitation fees, deposits, and service fees.

Users who cancel a reservation less than 14 days, but more than 5 days prior to the date of an event will receive a refund of facilitation fees and deposits. No applicable service fees will be refunded.

Users who cancel a reservation less than 5 days prior to an event will receive a refund of facilitation usage fees and deposits, less 50%. No applicable service fees will be refunded

**TICKET SALES/REVENUE GENERATING EVENTS:** Any activity/event which employs the sale of tickets or other similar revenue generating means may be charged the applicable event facilitation service fee for the events or a percentage of their **gross** generated revenue, **whichever is greater**.

**GCSU Faculty/Staff (Personal Use)**  
**Non-GCSU**

**15% of Gross Generated**  
**30% of Gross Generated**

**NOTE: GCSU sponsored events are exempt from the charges listed in the paragraph above. However, campus units may be charged for the actual direct expenses incurred in support of their events. Such charges could include overtime for custodians, electricians, Public Safety officers, and other applicable support staff, as well as purchases in support of events.**

## **DEFINITION OF EVENT TYPES**

As noted earlier, the Department of Public Services does not charge event facilitation service fees for official university or co-sponsored events. However, the department generally charges event facilitation service fees for those events not sponsored by the university. This includes personal events of faculty and staff. The definitions below provide guidance on this subject.

### **OFFICIAL UNIVERSITY EVENT**

- **Definition:** An event coordinated by an official GCSU unit, organization, or group as recognized in the official structure of the university. Event must be directly associated with the university responsibilities and mission of the requesting entity. (Examples of such an event would be school/departmental meetings, graduation, convocation, a Jazz Band performance, etc.)

### **CO-SPONSORED EVENT**

- **Definition:** An event in which the external sponsor is directly associated with an official GCSU sponsoring unit, organization or group as recognized in the official structure of the university. The event must be directly associated with the university responsibilities and mission of the GCSU requesting entity. (Examples of such an event would be Allied Arts performances which are co-sponsored by the GCSU Arts Unlimited Committee.)

### **GCSU FACULTY AND/OR STAFF SPONSORED PERSONAL EVENT**

- **Definition:** Any personal event in which the sponsor is a full time employee of GCSU. (An example of such an event would be the use of the Centennial Pool for a birthday party for the child of a staff person.)

### **EXTERNAL EVENT**

- **Definition:** All events not detailed above. (An example of an external event would be the use of the University Banquet Room by a private agency for an employee awards dinner.)

## **EVENT FACILITATION SERVICE FEE SCHEDULE:**

### **CENTENNIAL CENTER:**

Event facilitation service fees are based on single event per day usage as follows:

#### **CLASSROOMS:**

**(Per Room Rates)**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 80</b>
<b>Non-GCSU</b>	<b>\$ 160</b>

**(A refundable damage deposit of \$50 per room may be required.)**

#### **TEACHING COURTS (EAST/WEST)**

**(Per Court Rates)**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 250</b>
<b>Non-GCSU</b>	<b>\$ 500</b>

**(A refundable damage deposit of \$100 per court may be required.)**

#### **MEZZANINES: (NE-NW-SE-SW)**

**(Per Mezzanine Rates)**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 40</b>
<b>Non-GCSU</b>	<b>\$ 80</b>

**(A refundable damage deposit of \$25 per mezzanine may be required.)**

#### **ARENA FLOOR:**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$1,700</b>
<b>Non-GCSU</b>	<b>\$3,400</b>

**(A refundable damage deposit of \$500 may be required.)**

## **CENTENNIAL CENTER, CONTINUED:**

### **MAXIMUM USAGE:**

Anyone scheduling the facility for the purpose of conducting an activity or function which would, in any way, negatively influence or restrict the use of the remaining space within the facility may be charged the following maximum rate for event facilitation service fees.

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$2,400</b>
<b>Non-GCSU</b>	<b>\$4,800</b>

**(A refundable damage deposit of \$500 may be required.)**

**MEDIA EQUIPMENT:** Limited media equipment including a portable sound system, overheads, televisions, and videocassette recorders are available through the Centennial Center. All classrooms have a computer and LCD projectors. Use of this equipment can be scheduled through the Director of Public Services' office in the Centennial Center or through Audio Visual Support Services (ext. 7378) at prevailing usage rates.

### **CONCESSIONS:**

Concessions shall be provided at all institutional-sponsored events as deemed appropriate. Concession areas are operated through the GCSU Athletic Department with the revenue generated through Centennial Center concession operations being used to support GCSU athletic programs.

**SUPERVISORY FEES:** A supervisory fee of up to **\$18** per hour may be charged for use of facilities prior to and following the normal operating schedule.

## **INDOOR/OUTDOOR POOLS:**

### **FEES FOR EVENT FACILITATION SERVICES:**

Fees are based on single event per day usage as follows:

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 65</b>
<b>Non-GCSU</b>	<b>\$ 130</b>

**(A refundable damage deposit of \$50 may be required.)**

In addition to event facilitation service fees, a lifeguard fee of **\$14/hour/guard** is required. One lifeguard per **35 swimmers** is recommended. Recommended pool capacity is 105 persons.

### **POOL PASSES:**

<b>Current GCSU Faculty/Staff/Students*</b>	<b>No charge</b>
<b>GC/GCSU Alumni (Individuals who have earned degrees from GCSU)</b>	
<b>Individual Passes</b>	<b>\$ 65</b>
<b>Family Passes (Household members only)</b>	<b>\$ 90</b>

\*Current members of the GCSU Foundation, Alumni Association, and IAA Boards shall receive the same pool privileges as current faculty/staff.

## **CENTENNIAL CENTER TENNIS COMPLEX:**

### **FEES AND CHARGES:**

Event facilitation service fees shall be charged appropriate external groups at the following rates per scheduled event:

<b>Number of Courts Used</b>	<b>Facilitation Service Fee</b>
<b>1-3</b>	<b>\$7/hour/court</b>
<b>4-6</b>	<b>\$6/hour/court</b>

*Current GCSU students, staff, and faculty shall have recreational access to tennis courts at no charge during those periods scheduled for student recreation. Current GCSU Bobcat Card required.*

*GCSU student/faculty groups and organizations (fraternities, sororities, councils, associations, and/or clubs recognized by and through the institution) shall be afforded the opportunity to schedule the tennis facilities for appropriate group activities and events (tournaments, clinics, etc.) at no charge. Groups will, however, be responsible for service-related costs associated with this use to include prevailing rates for: supervision, clean-up, set-up, etc.*

The Centennial Center Complex segment of the Campus Fee Schedule shall be reviewed annually by the Director of Public Services, the Chairman of Kinesiology, and the Director of GCSU Athletics. Upon review, the schedule shall be returned to the Director of Public Services with recommendations for any revisions.

## **RUSSELL AUDITORIUM:**

### **EVENT FACILITATION SERVICE FEES:**

Event facilitation service fees are based on single event per day usage as follows:

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$250</b>
<b>Non-GCSU</b>	<b>\$500</b>

**(A refundable damage deposit of \$200 may be required.)**

**Custodial fees will be charged of Russell users. If Lanier Hall is used as a staging area for cast members, custodial fees will be charged to cover cleaning Lanier prior to the next business day. All custodial fees will be discussed at the time of rental request.**

**\*Insurance Requirements: Non-GCSU sponsored events using Russell Auditorium are required to show verification of insurance as follows:**

<b>Personal Injury/Bodily Harm</b>	<b>\$1,000,000 Liability</b>
<b>Damage to Property</b>	<b>\$ 500,000 Liability</b>

### **OTHER FEES AND CHARGES:**

All users of Russell Auditorium must utilize the services of Student Technical Specialists (STS) and Student House Managers (SHM) trained by Theatre faculty and made available through the Department of Public Services. (Waivers of the Student House Manager requirement may be requested when event organizers can provide trained theatre professionals or university employees who will be on site and in charge before, during, and after performances. However, even in such cases, all fire safety and ADA/504 rules still must be adhered to. (For ADA/504 guidelines, please see the Guidelines for the Use of Russell Auditorium document found online at <http://www2.gcsu.edu/ps/russell.html>. The fees and charges for the Student Technical Specialists (STS) and Student House Managers (SMS) will be discussed at the time of rental request.

The Russell Auditorium segment of the Campus Fee Schedule shall be reviewed annually by the Director of Public Services and the Technical Director for Theater.

**CHAPPELL HALL:**

Rates for event facilitation services are based on single event per day usage as follows:

**CLASSROOMS :**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 45</b>
<b>Non-GCSU</b>	<b>\$ 90</b>
<b>(A refundable damage deposit of \$50 may be required.)</b>	

**CONFERENCE ROOMS:**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 25</b>
<b>Non-GCSU</b>	<b>\$ 50</b>
<b>(A refundable damage deposit of \$50 may be required.)</b>	

**AUDITORIUM (CHAPPELL 113):**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 75</b>
<b>Non-GCSU</b>	<b>\$150</b>
<b>(A refundable damage deposit of \$100 may be required.)</b>	

**MULTIPLE ROOM USE:**

Persons scheduling three (3) or more rooms shall pay a total of the applicable event facilitation service fees less 20%.

The Chappell Hall segment of the Campus Fee Schedule shall be reviewed annually by the Chappell Hall Building Manager and the Director of Public Services.

**MAXWELL STUDENT UNION (MSU):**

**EVENT FACILITATION SERVICE FEES FOR UPPER LEVEL USAGE:**

	<b>Faculty/Staff Personal Use</b>	<b>Non-GCSU</b>
<b>Main Dining Room (Full Meal/Sit Down)*</b>	<b>\$135</b>	<b>\$225</b>
<b>University Banquet Room A or B **</b>	<b>\$125</b>	<b>\$250</b>
<b>University Banquet Room A &amp; B **</b>	<b>\$250</b>	<b>\$500</b>
<b>Bobcat Dining Room</b>	<b>\$ 75</b>	<b>\$150</b>

\* (A refundable damage deposit of \$100 may be required.)

\*\* (A refundable damage deposit of \$250 may be required.)

**EVENT FACILITATION SERVICE FEES FOR LOWER LEVEL USAGE:**

	<b>Faculty/Staff Personal Use</b>	<b>Non-GCSU</b>
<b>Lounge (Limited Food)</b>	<b>\$150</b>	<b>\$300</b>

(A refundable damage deposit of \$100 may be required.)

**ALCOHOL FUNCTIONS:**

A refundable damage deposit of **\$250** is required for all functions where alcohol is present.

**SUPERVISORY FEES:**

A supervisory fee of **up to \$18** per hour for use of facilities beyond normal operating hours may be required. Student groups who do not have an advisor and other internal events may be charged a fee of **\$10** per hour.

**PORTABLE STAGING:**

Non-university groups wishing to use the portable stage may do so at the following rates: full stage (24X24) for **\$100/day** and half stage (12X12) at **\$50/day**.

**FEE COLLECTION and ASSIGNMENT:**

All event facilitation service fees and charges are due at the time the facility usage requests are submitted for approval. All fees shall be collected through the Department of Public Services and assigned as appropriate.

The Maxwell Student Union segment of the Campus Fee Schedule shall be reviewed annually by the Director of Campus Life & Activities, the Director of Public Services, and the GCSU Director of Auxiliary Services.

**MICHAEL J. PEELER ATHLETIC COMPLEX:**

Event facilitation service fees are based on single event per date usage as follows:

**PICNIC PAVILION:**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 60</b>
<b>Non-GCSU</b>	<b>\$120</b>

**(A refundable damage deposit of \$50 may be required.)**

**BOBCAT VILLAGE SOCCER FIELD and RECREATION PRACTICE FIELD:**

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$ 25</b>
<b>Non-GCSU</b>	<b>\$ 50</b>

**(A refundable damage deposit of \$25 may be required.)**

**INTERCOLLEGIATE ATHLETIC FACILITIES:**

All use of the Intercollegiate athletic facilities, which include Kurtz Field, the softball complex, the Athletic office complex, the tennis courts and the concession stand, **must be approved** through the Department of Public Services and by the GCSU Department of Athletics. **There are no exceptions to this policy.**

## **LAKE LAUREL**

**LAKE LAUREL LODGE:** (Lodge capacity: 75)

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$100</b>
<b>Non-GCSU</b>	<b>\$200</b>

**(A refundable damage deposit of \$150 may be required.)**

### **LOG CABIN CLASSROOM/LAB:**

**Access to this facility is very limited. Contact Department of Public Services for information.**

### **OVERNIGHT LODGING:**

Overnight lodging is available at Lake Laurel at the cost of **\$9** per night per participant. This does not include linens. Maximum spaces available: Eighteen (18).

### **LAKE LAUREL RECREATIONAL USE:**

Appropriate Georgia College & State University identification is required to access general property, hiking trail, piers, and bathroom facilities.

### **RECREATION HOURS:**

### **YEAR ROUND**

<b>Monday</b>	<b>Closed</b>
<b>Tuesday-Saturday</b>	<b>9:00 a.m. - dusk</b>
<b>Sunday</b>	<b>1:00 p.m. - dusk</b>

### **LAKE LAUREL SCHEDULED USE:**

Appropriate Georgia College & State University scheduling procedures required to access lodge, kitchen, bathrooms, in addition to lake, hiking trails, and piers.

### **NORMAL OPERATING HOURS:**

### **YEAR ROUND**

<b>Monday</b>	<b>Closed</b>
<b>Tuesday-Friday</b>	<b>8:00 a.m. - 5:00 p.m.</b>
<b>Saturday-Sunday</b>	<b>1:00 p.m. - 6:00 p.m.</b>

**LAKE LAUREL, CONTINUED:**

**OTHER INFORMATION PERTAINING TO THE USE OF LAKE LAUREL FACILITIES :**

**Student organizations, personal use by faculty and staff, and use by outside groups may incur a supervisory fee of \$18/hour during and beyond normal operating hours.**

**Upon reservation, access is always available for GCSU-sponsored events such as classes and departmental, school, or administrative meetings. For such events there are no fees or charges except for overnight lodging.**

The Lake Laurel segment of the Campus Fee Schedule shall be reviewed annually by the Director of Public Services.

## **ARTS & SCIENCES BUILDING:**

### **AUDITORIUM:**

Event facilitation service fees are based on single event per day usage without use of auditorium multi-media equipment.

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$135</b>
<b>Non-GCSU</b>	<b>\$270</b>

**(A refundable damage deposit of \$200 may be required.)**

Event facilitation service fees below are based on single event per day of facility and its multi-media equipment, including the public address system:

<b>GCSU Faculty/Staff (Personal Use)</b>	<b>\$325</b>
<b>Non-GCSU</b>	<b>\$450</b>

**(These fees do not include any other media charges such as equipment rental and technician fees for non-GCSU events.)**

### **LECTURE ROOMS:**

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$ 95</b>
<b>Non-GCSU</b>	<b>\$190</b>

**(A refundable damage deposit of \$100 may be required.)**

### **CLASSROOMS:**

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$ 75</b>
<b>Non-GCSU</b>	<b>\$150</b>

**(A refundable damage deposit of \$50 may be required.)**

### **OTHER FEES/CHARGES:**

Technical Assistance is required for use of all A&S Auditorium multi-media equipment. Technical assistance fees and equipment charges are in addition to event facilitation service fees. Arrangements for technical assistance should be made through Audio Visual Support Services.

The Arts & Sciences segment of the Campus Fee Schedule shall be reviewed annually by the Arts & Sciences Building Manager and the Assistant Dean of Arts & Sciences.

**FRONT CAMPUS:**

Event facilitation service fees are based on a single event per day usage as follows:

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$135</b>
<b>Non-GCSU</b>	<b>\$300</b>

**(A refundable damage deposit of \$100 may be required.)**

**FEE COLLECTION AND ASSIGNMENT:**

All event facilitation service fees shall be collected through the Department of Public Services.

The Front Campus segment of the Campus Fee Schedule shall be reviewed annually by the Vice President for Business & Finance, the Director of Plant Operations, and the Director of Public Services.

**MILLER DANCE STUDIO:**

Event facilitation service fees are based on single event per day usage as follows:

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$150</b>
<b>Non-GCSU</b>	<b>\$250</b>

**(A refundable damage deposit of \$500 may be required.)**

The Miller Studio segment of the Campus Fee Schedule shall be reviewed annually by the Director of Continuing Education and the Director of Public Services.

**PEABODY AUDITORIUM:**

Event facilitation service fees are based on single event per day usage as follows:

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$150</b>
<b>Non-GCSU</b>	<b>\$300</b>

**(A refundable damage deposit of \$150 may be required.)**

The Peabody Auditorium segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Dean of Education and the Director of Public Services.

## **MAX NOAH RECITAL HALL**

**(Maximum capacity 190 persons)**

**Event facilitation service fees are for a single event of up to four hours without use of house pianos or organ:**

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$ 95</b>
<b>Non-GCSU</b>	<b>\$190</b>

**(A refundable damage deposit of \$100 may be required.)**

**Full day usage (more than four hours), without use of house pianos or organ, per day:**

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$180</b>
<b>Non-GCSU</b>	<b>\$360</b>

**(A refundable damage deposit of \$100 may be required.)**

**House instrument usage rate (Steinway grands, Moller Artiste organ) per instrument:**

<b>GCSU Sponsored</b>	<b>\$ 0</b>
<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$ 0</b>
<b>Non-GCSU</b>	<b>\$ 100</b>

**(A refundable damage deposit of \$200 may be required.)**

An approved house manager must be present at all non-M&T departmental events. Sponsors should contact the secretary of the Department of Music and Theatre (445-4226) for arrangements. In addition to all applicable usage fees, a house manager fee of **\$25** per event for support up to four hours may be required.

**FEE COLLECTION AND ASSIGNMENT:** All applicable event facilitation service fees, to include damage deposits, shall be collected through the Department of Public Services. Instrument fees and all applicable house manager fees shall be assigned totally to the Department of Music and Theatre.

The Max Noah Recital Hall segment of the Campus Fee Schedule shall be reviewed annually by the Music and Theatre Department and the Director of Public Services.

\*\*\*\*\*  
*The fees for the residence halls are pending from the Department of University Housing and will be available at a later date. The information below reflects 2005-2006 rates, and is subject to change.*  
 \*\*\*\*\*

**RESIDENCE HALLS:**

	<b>Returning Camps</b>	<b>New Camps</b>
<b>Single Occupancy</b>	<b>\$24</b>	<b>\$25</b>
<b>Double Occupancy</b>	<b>\$16</b>	<b>\$17</b>
<b>Triple Occupancy</b>	<b>Not available</b>	

ROOM & BOARD AGREEMENT: All groups, both internal and external, will be required to sign an agreement with University Housing for both room and board. This agreement will stipulate all services to be provided by University Housing and Sodexo, requirements of the user, and the terms of the Agreement.

RESERVATIONS: (See agreement for complete details.) User must submit at time of reservation an accurate estimate of number of participants, leaders, coaches, etc., according to requested occupancy. This projection will be used in reserving spaces and may be changed up to 60 days prior to check-in. **The final guaranteed number of participants must be within 75% of latest reservation or the user will be billed \$12 per difference.**

User must submit a group roster to University Housing, including names, gender, housing status, and roommate request TEN WORKING DAYS prior to check-in. This roster represents a final guaranteed number of participants and may be reduced/increased by only 10%. Users will be charged \$25 for every day past the due date that the roster and final agreement number are not received.

**There are no refunds for participants arriving late or departing early.**

**The final guaranteed number of participants will also be used by Sodexo food service for food preparation and billing.**

**CANCELLATIONS:**

**Users who cancel 60 to 16 days prior to check-in will be billed \$10 per reserved space.**

**Users who cancel 15-5 days prior to check-in will be billed \$10 per reserved space plus**

## **RESIDENCE HALLS CONTINUED:**

**liquidated damages for lost business opportunity, an amount computed at 25% of the original estimated bill.**

**Users who do not cancel 5 days prior to Check-in will be billed for the original estimated bill.**

**LINENS: Basic Linen Package: \$9/participant (blanket, 2 sheets, pillow, pillow case, bath towel, and wash cloth). There will be no exchange of soiled linen for stays less than one week. A thirty (30) day notice is required to assure linen availability.**

**HOURS OF OPERATION: 10:00 AM – MIDNIGHT, DAILY**

**KEYS: There will be a \$25 charge on all keys not returned at checkout. Charge must be paid at time of departure or added to user's outstanding balance. This is a non-refundable charge.**

**FIRE DOORS: \$100 fine and face removal from residence hall for improper use.**

**MEAL CARDS: Lost meal cards will be replaced at a cost of \$5 per card and must be paid at the time of issue.**

**The Residence Hall segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Vice President of Student Affairs/Director of University Housing, the Associate Director of University Housing, and the CE Conference Coordinator.**

## **OLD GOVERNOR’S MANSION:**

### **Policy for Use of the Mansion:**

The Old Governor’s Mansion has recently undergone a full historic restoration. The building now serves as a historic house museum open to the public for tours. The focus of the Mansion’s interpretation is educational, and concentrates on the years that the house served as the residence of Georgia’s governors, 1838-1868. An admission fee is charged and group rates are available. GCSU faculty, staff, and students are admitted free with proper identification. **THE BUILDING IS NO LONGER AVAILABE FOR PRIVATE EVENTS.**

### **Use of the Lawn or Education Building:**

Reservations for the use of the Mansion’s lawn or Education Building must be made at least thirty (30) days in advance through the Mansion office at 478-445-4545. Mansion facilities will be made available according to the facility reservation policy and standard space access priority order found the Academic Affairs Handbook, Section 4.08.02.

No reservations, either by university or community groups, may be considered annual events. Every event must be reserved individually on a space-available basis.

Food/drink service is NOT available for either lawn or the Education Building. While the Mansion lawn may be rented for weddings, receptions may not be held on the grounds.

Below are the fees for rental of the lawn and Education Building by non-GCSU organizations or individuals.

<b>Lawn</b>	<b>\$ 600</b>
<b>Lawn Wedding</b>	<b>\$1,200</b>
<b>Education Building</b>	<b>\$ 275</b>

All fees are for a three-hour event. Advance payment of the full rental fee and refundable security deposit will be required to rent the Mansion lawn or Education Building. Cancellations will be refunded in full up to thirty days prior to the event. Events cancelled within thirty days of the scheduled event will forfeit one third of the rental fee.

While GCSU events will not be charged for the use of the grounds or Education Building, they will be responsible for security staffing fees, outlined below for events held after hours.

### **Security Staffing:**

Use of the Education Building or lawn after normal Mansion hours will require security staffing. **Normal Mansion hours are Tuesday-Saturday from 9a.m. to 5 p.m. and Sundays from 2 p.m. to 4 p.m.** The additional security staffing fee is \$15 per hour per staff person.

## STUDENT ACTIVITY CENTER

**There is no charge for room rentals for Recognized Student Organizations. Rates are for one time use of facilities (usually less than 6 hours). Facilities are available to non-student groups during the summer months.**

Room Fee for...	Room & Seating Capacity	Registered Student Organizations	University Departments [must be work-related] (summer use only)	University Related Groups [not work-related functions] (summer use only)	Non-University Related Groups (summer use only)	
					Non-Profit	Profit or Personal Use
SMALL MEETING ROOMS	Maple A - 30 Maple B - 30 Dogwood B - 25 Dogwood A - 20 but is not open to regular reservation	No charge	No charge	\$75	\$100	\$150
LARGE MEETING ROOMS	Maple A & B Combined - 60	No charge	No charge	\$150	\$200	\$300
BALLROOM	Magnolia Ballroom Seated - 320 Standing - 600	No charge	No charge	\$500	\$700	\$800
LOUNGE AREAS	Pine Room	No charge but is not open to regular reservation	No charge but is not open to regular reservation	\$150, but is not open to regular reservation	\$200, but is not open to regular reservation	\$300, but is not open to regular reservation
GAME ROOM	Game Room	No charge but is not open to regular reservation	No charge but is not open to regular reservation	\$150, but is not open to regular reservation	\$200, but is not open to regular reservation	\$300, but is not open to regular reservation

## **GCSU LIBRARY & INFO TECH CENTER**

Event facilitation service fees are based on single, three-hour usage as follows:

### **CONFERENCE ROOM:**

GCSU Faculty/Staff (Personal Use)	\$ 75
Non-GCSU	\$150

### **EDUCATION ROOM:**

GCSU Faculty/Staff (Personal Use)	\$100
Non-GCSU	\$200

### **ATRIUM:**

GCSU Faculty/Staff (Personal Use)	\$100
Non-GCSU	\$200

### **MAXIMUM USAGE:**

Anyone scheduling a space for the purpose of conducting an activity or function which would, in any way, negatively influence or restrict the use of the space for more than nine hours may be charged the following maximum rate for event facilitation service fees:

GCSU Faculty/Staff (Personal Use)	\$250
Non-GCSU	\$500

A refundable damage/clean-up deposit of \$250 per room may be required.

**SUPERVISORY FEE:** A supervisory fee of up to \$18 per hour may be charged for the use of facilities prior to and following normal operating schedule.

**GCSU LIBRARY CONTINUED:**

**GCSU LIBRARY CURFEWS & CAPACITIES:**

**ATRIUM:**

Sunday – Thursday 10:00 p.m.  
Friday 4:30 p.m.  
Saturday 5:00 p.m.  
Capacity: 100

**CONFERENCE ROOM:**

Sunday – Thursday 10:00 p.m.  
Friday 4:30 p.m.  
Saturday 5:00 p.m.  
Capacity: 20

**EDUCATION ROOM:**

Tuesday – Saturday 4:00 p.m.  
Capacity: 75

**LIBRARY PLAZA: (Includes Courtyard and Patio)**

<b>GCSU Staff/Faculty (Personal Use)</b>	<b>\$ 50</b>
<b>Non-GCSU</b>	<b>\$100</b>

The Library Plaza segment of the Campus Fee Schedule shall be reviewed annually by the Vice President for Business & Finance, the Director of Plant Operations, and the Director of Public Services.

## CENTER FOR GRADUATE AND PROFESSIONAL LEARNING

Rates for event facilitation services are based on single event per day usage as follows:

### **CLASSROOMS—seating for 29-36 (Rooms 105, 307, 308, 309, 314, 315, 316, 320, and 526):**

GCSU Sponsored or Board of Regents Sponsored	\$ 0
University System, State Government, GCSU Faculty/Staff Personal Use	\$ 75
Non-GCSU, External Groups	\$ 150

(A refundable damage deposit of \$50 may be required.)

Rooms 533 and 534 can be combined to form one large room capable of seating 66 individuals. If both rooms are rented and combined into one large classroom, the daily event facilitation fees will be \$350 (non GCSU) or \$200 (GCSU faculty/staff personal use). The increase covers the costs associated with removing the divider wall and re-arranging the furniture.

All classrooms are multi-media equipped. The instructor station is equipped with a PC capable of providing full projection. DVDs can be played from the instructor station. Internet access is also available.

### **CONFERENCE ROOMS (Room 104—seating for 12 and Room 527—seating for 16):**

GCSU Sponsored or Board of Regents Sponsored	\$ 0
University System, State Government, GCSU Faculty/Staff Personal Use	\$ 50
Non-GCSU, External Groups	\$ 100

(A refundable damage deposit of \$50 may be required.)

### **COMPUTER LABS—seating for 20 (Rooms 317A and 317B):**

GCSU Sponsored or Board of Regents Sponsored	\$ 0
University System, State Government, GCSU Faculty/Staff Personal Use	\$ 125
Non-GCSU, External Groups	\$ 250

(A refundable damage deposit of \$250 may be required.)

Software not already provided in a lab must be installed by a Technical Support Specialist on staff at GCSU. All requests for software installation must accompany a licensed copy of the software and be presented no later than five business days preceding the first day of class. Proof of license must be provided for each workstation on which software is to be installed. An installation fee of \$15 per machine will be charged.

Technical Support Specialists are on site from 2 p.m. until 10 p.m. each day. If a computer lab is requested at times outside of these hours, an approved GCSU Technical Support Specialist may be hired at an additional fee.

The instructor stations in the computer labs are equipped with a PC capable of providing full projection. DVDs can be played from the instructor station. Internet access is also available.

## **CENTER FOR GRADUATE AND PROFESSIONAL LEARNING, CONT.**

### **FOOD/CATERING:**

Catering of events is not provided by GCSU. Individuals or groups who wish to have meetings or events catered will be responsible for making all arrangements. A list of local caterers can be provided.

### **ALCOHOL FUNCTIONS:**

At present, alcohol is not allowed in the Center for Graduate and Professional Learning.

### **SUPERVISORY FEES:**

A supervisory fee of \$25 per hour for use of facilities beyond normal operating hours may be required. The fee for a Technical Support Specialist for a computer lab may be higher.

The Macon Center segment of the Campus Fee Schedule shall be reviewed annually by the Director of Continuing Education and the Chief Administrative Officer of the Center for Graduate and Professional Learning.

### **FACILITY ACCESS:**

Since the elevators are secure and require card access to reach all classrooms, check-in may be required at the main office located on the ground floor. Classroom and conference room access are available only to those individuals with proper authorization.

## **OTHER CAMPUS SERVICES AND FEES:**

### **CAMPS & CONFERENCES**

#### **CAMP FEES:**

1. Camps sponsored by GCSU departments\* will pay \$10\*\* per participant to the Department of Continuing Education if the following services are used:

- Assistance in facility reservations
- Promotion in the Continuing Education catalog
- Assistance with registration as appropriate
- Invoicing
- Assistance with evaluations/assessments
- Reporting to the Board of Regents

2. Camps coordinated and housed within the Department of Continuing Education will be charged \$20\*\* per camp participant for the following services:

- Facility-related services
- Logistical arrangements (meals, housing, transportation, etc.)
- On-site registration assistance and pre-registration
- Programming consultation
- Assistance with evaluation/assessments
- Invoicing
- Reported to the Board of Regents

\*GCSU camps sponsored by the Department of Athletics will pay only a facilitation service fee of \$6 per camp participant to the Department of Public Services (instead of the Department of Continuing Education) for facility-related support and lifeguards.

*\*\*Fees may be adjusted according to the amount of actual services provided by the Department of Continuing Education. If additional services are needed, fees may be increased. If direct costs to the Department of Continuing Education exceed the typical amount, the direct costs will also be charged to the appropriate group.*

***CAMPS AND CONFERENCES, CONTINUED:***

**CONFERENCE FEES:**

<b><u>Level</u></b>	<b><u>Description</u></b>	<b><u>CE Services</u></b>	<b><u>Charges/participant</u></b>
I	GCSU Sponsored Limited Support	Space reservations Reporting to Board of Regents	\$ 0*
II	GCSU Sponsored Standard Support Package	Space reservations Logistical arrangements Media arrangements Event consultation Pre-registration On-site registration Printing certificates Evaluations/assessments Invoicing Reporting to Board of Regents	\$ 10*
III	External Groups Standard Support Package	Space reservations Logistical arrangements Media arrangements Event consultation Budget preparation Program development Pre-registration On-site registration Name tags/packets Mailings and labels Printing certificates Evaluations/assessments Invoicing Reporting to BOR	\$20*

Other available services include, but are not limited to, program development, event consultation, budget preparation, E-mail blasts, marketing and promotion, classroom supplies, gift bags, name tags/packets, mailings and labels, and the awarding of CEU's through appropriate licensing boards.

## **CAMPS & CONFERENCES, CONTINUED:**

- \* *Fees may be adjusted according to the amount of actual services provided by the Department of Continuing Education. If additional services are needed, fees may be increased. If direct costs to the Department of Continuing Education exceed the typical amount, the direct costs will also be charged to the appropriate group.*

If camps or conferences are co-sponsored between the Department of Continuing Education and another department on campus, the per-person fees may be waived. Instead, the Department of Continuing Education and the other campus department may choose to share equally in the potential profits or losses associated with the program.

The Department of Continuing Education may choose not to support or participate in a camp or conference if the program appears poorly conceived, financially risky, or unsuitable for the department's mission.

The Camps/Conferences segment of the Campus Fee Schedule shall be reviewed annually by the CE Conference Coordinator and the Director of Continuing Education.

## **CONTRACT BASED COMPUTER TRAINING:**

Costs for contract based computer training, short courses, and development services are calculated based on the following:

1. **Lab Rental: \$10 per participant/workstation used. This figure does not include the required lab assistant to be used during those hours that the lab is not regularly open. A \$10 per hour fee for a Lab Assistant (Monitor) may also be charged.**
2. **Software not already provided in a lab must be installed by a Technical Support Specialist on staff at GCSU. All requests for software installation must accompany a licensed copy of the software and be presented no later than five business days preceding the first day of class. Proof of license must be provided for each workstation on which software is to be installed. An installation fee of \$10.00 per machine will be charged.**

**NOTE: There is no lab rental charge for GCSU sponsored events that use the computer labs. Such events include Continuing Education classes whether for general enrollment or for a specific business or industry. (Please note that, depending upon the circumstances, there may be charges for lab assistants.)**

The computer training segment of the Campus Fee Schedule shall be reviewed annually by the Manager of Client Support Services and the Director of Continuing Education.

## **AUDIO VISUAL SUPPORT SERVICES:**

### Services:

Georgia College & State University (GCSU) Audio Visual Support Services is responsible for providing AV support services for the campus. When possible, the support services are also made available to outside organizations and at remote locations.

### Responsibilities

- The sponsoring group shall designate a single point of contact for the event. All communications between the sponsoring group and the Audio Visual Support Services staff will be through the event contact.
- A formal request for services must be summated. The event is not considered confirmed until the event contact verifies the details of services to be rendered with the A/V staff.
- Scheduling should be as accurate as possible. If the event extends beyond the scheduled time, additional charges may apply.
- ***If the point of contact fails to inform the A/V staff of cancellation, a cancellation fee may be charged.***

## *General Considerations*

- *Every effort will be made to assist the event sponsor to assure a successful event. Communication is important. It is the responsibility of the event contact to understand and confirm all details. Changes will only be accepted from the event contact.*
- *All events are subject to a Damage Waiver. The event sponsor may be required to pay for any loss due to excessive wear, damage, or theft of equipment incurred through negligence during the use of equipment.*
- *Audio Visual Support Services reserves the right to refuse service for any event if the following are not met:*
  - Personal safety of the technician is guaranteed
  - Security has been provided to ensure that no theft or physical damage to equipment will occur
  - Event location and/or weather considerations provide a safe venue for the event
  - Availability of equipment and/or availability of technicians to adequately fulfill the needs of the event
  - A past history of timely notification of a cancellation or change in event
  - A past history of promptly remitting payment for services rendered
  - Request for service is not made three days prior to the event.
  - 50% of payment fees may be required prior to event.
  - Damage Waiver and Invoice are not signed and delivered to Audio Visual Representative prior to the start of the event
- *The Audio Visual Support Services Rate Sheet and the Group Eligibility Schedule is revised each fiscal year on July 1. All confirmed events will be honored. If a change is such that the sponsoring group would benefit, adjustments will be made.*

## **2 Service Request Procedures**

### **2.1 General Considerations**

- *Due to the demand for audio and video services, equipment and/or staff must be scheduled well in advance. To ensure that adequate staff and hardware are available, all A/V requests should be made a minimum of 5 days prior to the event. These days exclude weekend hours and any GCSU holidays.*
- *Events scheduled less than 5 days in advance will be supported if possible. However, there is no guarantee the technicians and or equipment can be confirmed.*
- *All requests shall be coordinated by the sponsoring group's event contact.*
- *All requests must be submitted to the Audio Visual Office for confirmation.*

### **2.2 Available Request Methods**

- *Requests must be formally submitted using one of the following methods*
  - *In person at the Audio Visual Office in Atkinson Hall Room #111*
  - *Using the AV Request Form at [http://info.gcsu.edu/intranet/oit/SERVE/av\\_help/form/default.html](http://info.gcsu.edu/intranet/oit/SERVE/av_help/form/default.html)*
  - *Fax at (478) 445-0532*
  - *E-mail at [AV@gcsu.edu](mailto:AV@gcsu.edu)*

### **2.3 Confirmation Details and Responsibilities**

- *The event contact will receive a tentative confirmation detailing specific services and costs for the event.*
- *The event will be confirmed at the time the event contact verifies the details of the scheduled event.*
- *Failure of the event contact to provide details in advance of changes in location, time or requirements may result in to support being unavailable and/or an additional fee.*

### **3 Determination of Fee Schedule**

#### **3.1 Introduction**

The total applicable charges, as detailed on the AV SUPPORT SERVICES RATE SHEET, will be determined based on the following schedule. Calculations of fees for extended events or unique needs may be approved by the University Librarian and the GCSU Audio Visual Support Services Staff.

#### **3.2 Calculation of Charges**

##### **3.2.1 Official GCSU Organizations and Units**

- Definition: An official GCSU unit, organization or group as recognized in the official structure of the university. Event must be directly associated with the university responsibilities and mission of the requesting entity.

##### **3.2.1.1 Charges**

- Events within normal working hours (7AM – 6PM = M – F)
  - Equipment – No Charge
  - Technicians – No Charge
- Events outside normal working hours
  - Equipment – No Charge
  - Technicians – Full Technician Fee
- Events at which an entry fee is charged regardless of time
  - Equipment – No Charge
  - Technicians – Full Technician Fee

### ***3.2.2 Official GCSU Co-Sponsored Events***

- Definition: An event in which the external sponsor is directly associated with an official GCSU sponsoring unit, organization or group as recognized in the official structure of the university. Event must be directly associated with the university responsibilities and mission of the GCSU requesting entity.

#### **3.2.2.1 Charges**

- Events within normal working hours (7AM – 6PM = M – F)
  - Equipment – No Charge
  - Technicians – No Charge
- Events outside normal working hours
  - Equipment – No Charge
  - Technicians – Full Technician Fee
- Events at which an entry fee is charged regardless of time
  - Equipment – No Charge
  - Technicians – Full Technician Fee

### ***3.2.3 GCSU Faculty and/or Staff Sponsored Personal Events***

- Definition: Any personal event in which the sponsor is a full time employee of GCSU.

#### **3.2.3.1 Charges**

- Events regardless of time
  - Equipment – No Charge
  - Technicians – Full Technician Fee

### ***3.2.4 External Organizations and/or Individuals***

Definition – All events not detailed in section 3.2.1 – 3.2.3

#### **3.2.4.1 Charges**

- Events regardless of time
  - Equipment – Full Charge
  - Technicians – Full Technician Fee

## Audio Visual Support Rates

### *Introduction*

The following rates are based on a daily schedule. Daily rates incur each time the usage passes 8:00 am EST. The Audio Visual Support Services Rate Sheet is subject to change.

<i>Portable Equipment - Daily Rate</i>		<i>In-Inventory</i>
• Overhead Projector	\$ 5	4
• 35mm Slide Projector	\$ 10	3
• LCD Projector(Dell/Proxima)	\$100	8
• Dell Lap Top (Old-no DVD)	\$ 50	3
• Dell Lap top (with DVD)	\$ 75	1
• TV/VCR Combination	\$ 25	2
• VCR	\$ 10	2
• Combo DVD/VCR Player-Small	\$ 25	2
• Combo DVD/VCR Player-Large	\$ 50	3
• Audio Cassette Recorder/Player	\$ 10	3
• Mini Audio Tape Player/Recorder	\$ 10	1
• Small Audio Boom Box Radio/CD	\$ 20	2
• Handheld Portable Speaker/Wireless Mic	\$ 20	1
• Small Portable Fender Sound System	\$100	2
• Large Portable Fender Sound System	\$200	2
• Small Portable Projection Screens	\$ 15	2
• Large Portable Projection Screen	\$ 25	1
• Portable Floor Standing Podium	\$ 15	2
• Table Top Podium	\$ 100	0

#### **. 4.3 Permanent Equipment – Daily Rate**

- University Banquet Room A & B\* Complex A/V \$150
- University Banquet Room A & B\*w/Basic Audio \$100
- University Banquet Room A or B\*Complex A/V \$100
- University Banquet Room A or B\*w/Basic Audio \$ 50
- Russell Auditorium Sound w/Four Stage Monitors \$150
- Russell Auditorium Basic Sound System\* \$100
- Centennial Center Sound System\* \$100
- Arts & Sciences Auditorium A/V System\* \$ 50
- Maxwell Student Union-First Floor \$ 50
- Peabody Auditorium Sound System\* \$ 35

\*May require an A/V technician to set-up and operate the equipment for the duration of the event.

#### ***Technician(s) – Hourly Rate***

- Per Technician\* \$25

\*Technician fee includes up to 30 minutes of equipment set-up and 30 minutes of take-down per event.

#### ***4.4 Out Sourced Equipment***

- In the event that the audiovisual equipment or support staff are not available for an event and/or the event requires equipment and/or expertise beyond that of GCSU's resources, an estimated quote for contracted services and/or equipment will be developed.

#### ***4.5 Other Items***

- Due to insufficient AV inventory, no audio visual equipment may be taken off the Milledgeville campus.