

Georgia College & State University
Campus Fee Schedule

July 1, 2010 - June 30, 2011

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Campus Fee Schedule
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GENERAL FACILITY USAGE POLICIES AND PROCEDURES

The Department of Public Services, through its Facility Reservations unit, has been designated as the campus department with responsibility for the reservation of university space and facilities for all non-academic or non-credit activities. By policy, all requests for the use of university facilities for non-academic or non-credit activities must be submitted to Facility Reservations for processing.

The Facility Reservation Process

Facility requests should be made to Facility Reservations through the R25 event scheduling system, not directly to building managers as this confuses the process and creates additional work. It is recommended that all requests be submitted to Facility Reservations at least seven (7) business days prior to the date of the event.

Before submitting your request, first view the university's R25 WebViewer which provides a real-time display of all of the credit courses and nonacademic events that have been scheduled into campus facilities. The WebViewer will enable you to see which facilities might be available for your event, and to determine if there are other events that might compete for audiences or campus support services. Then, to reserve campus space through the department's Facility Reservations Office, complete the online Facility Request Form by clicking on the My Requests link at the top of the WebViewer page.

If you are new to R25, you may view a tutorial of the R25 facility reservation process at <http://www2.gcsu.edu/ps/facilityrequest.html>.

When facility requests are received by Facility Reservations, they are forwarded through R25 to the appropriate building manager for review and approval/denial. By agreement with the deans, building managers are to reply to Facility Reservations within 48 hours of receiving a facility request. The building manager will evaluate each request, taking into consideration the following:

1. Availability of space for date(s) requested
2. Suitability of the event for the requested location
3. Number of persons expected to attend the event
4. Presence of alcohol
5. Duration of the event

Once reviewed, the building manager will approve or deny the request online through R25, noting any special instructions that may apply to the use of the facility. Upon receipt, Facility Reservations will notify the event coordinator online through R25 that the request for space has been confirmed or denied. Because requests require review by a building manager, please allow at least five (5) business days for processing.

If you have service-related needs such as A/V, food, housing, moving, and/or security, please indicate your intent to secure such services on the R25 request form. Facility Reservations will forward this information to the appropriate service offices to give them advanced notice of your needs. *You will still be responsible for making specific arrangements directly with the service units, and you will be responsible for notifying the service units if there are any changes to the original request.* These offices require a minimum notice of five business days.

In the event the facility you requested is not available, Facility Reservations will assist you in finding another location. If you have not heard from Facility Reservations within five business days of submitting your request, you may call the reservation office to verify receipt of your request and to determine its status.

Please understand that your request is not deemed approved until you receive official confirmation from Facility Reservations. Do not announce or promote your activity until you know that the space you are requesting has been approved and your event has been booked into R25.

Priority Order for Reserving Facilities

Events are booked per the following space access priority order:

1. GCSU academic credit programs
2. GCSU programmatic functions (Continuing Education courses, camps, and conferences, Athletic Department events, student activities, etc.)
3. GCSU student organization activities
4. Public service/governmental events
5. GCSU personal use events
6. Non-GCSU events

If two or more facility requests are received at the same time, the above priority list is used to determine which events receive top priority for the requested facilities. *Once requests are received and confirmed, they will not be canceled to accommodate requests submitted at a later date, even though those requests might have a higher priority.* In other words, the priority list is not to be used as a tool for "bumping" activities which have been previously confirmed and scheduled. This highlights the critical need for planning events and requesting facilities well in advance.

Co-sponsorship of Events by Campus Departments and Student Organizations

Rental fees are not charged for *official university events* or *co-sponsored events*.

An *official university event* is defined as an event coordinated by an official GCSU 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 requesting entity. Examples of official university events would be school/departmental meetings, graduation,

convocation, Continuing Education classes, athletic competitions and practices, intramurals, Music & Theatre rehearsals and performances, etc.

A ***co-sponsored event*** is defined as 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. (By itself, the presence or involvement of GCSU students in an event is not sufficient to justify co-sponsorship of an external event.) Examples of legitimate co-sponsored events would be high school one-act play competitions co-sponsored by the Department of Music & Theatre and Allied Arts performances co-sponsored by the GCSU Arts Unlimited Committee.

Examples of situations in which a legitimate claim of co-sponsorship may *not* be justified include:

- A student organization that “co-sponsors” an event for a local business because one of the organization’s students works at the business
- A campus department that “co-sponsors” meetings of a civic organization simply because several GCSU employees are members of the civic organization
- A campus department that “co-sponsors” a local pageant which has no apparent or substantial connection to the mission of the department
- A campus department that justifies co-sponsoring an external event by noting that GCSU students are being paid to work the event

University departments and student organizations are not to use co-sponsorship simply as a means of providing free access to GCSU facilities to external entities. The Department of Public Services has been charged with responsibility for monitoring claims of co-sponsorship and will deny claims which do not have a reasonable connection with the responsibilities and mission of the GCSU requesting entity. Appeals of denied co-sponsorship claims may be made to the Associate Vice President for Extended University who, along with the Vice President of Business and Finance, will make a final determination.

Fees and Services

With certain exceptions detailed below, rental fees are charged for all uses of campus facilities by external entities. While official university and GCSU-sponsored events are exempt from rental fees, all facility users including campus units and student organizations 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 75 participants. Public Safety officers shall be retained at the current

hourly rate of **\$30 an hour**. For external events, these charges will be in addition to all applicable rental 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 the current hourly rate detailed in the Campus Fee Schedule. 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. For external events, these fees will be in addition to all applicable rental 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.
- **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 at prevailing usage rates.

Reductions and Waivers of Rental Fees

Local and state governmental agencies or non-profit organizations shall be considered eligible for the reduced GCSU faculty/staff usage rates. Requests to be considered for this rate should be made in writing to the Department of Public Services.

Rental fees may be completely waived for local and state governmental agencies or non-profit organizations provided the events and organizations meet applicable criteria and follow the procedural guidelines as outlined below. *Sponsors of these events will still be responsible for all service-related costs surrounding their scheduled activity including costs associated with set-up, clean-up, supervision, media, and security.*

To be considered for a complete waiver of rental fees:

1. The event sponsor must process a facility request through R25, providing complete information including dates, times, locations, sponsor contact information, event equipment and set-up needs, etc.
2. The purpose of the event must positively impact the university or broader community or be a fund-raising event for a charity.
3. Individuals and for-profit businesses must not profit from the free use of campus facilities for the event. (Fees may be charged to cover actual direct expenses of the event, but should not produce a profit for individuals or for-profit businesses.)

Following is the procedure for requesting a waiver of rental fees:

1. Before a waiver can be considered, a facility request form must be processed through the R25 event scheduling system.
2. Requests to waive event facilitation fees must be made to the Department of Public Services in writing (e-mail requests are acceptable), stating the purpose for the event and the rationale for the rental fee waiver.
3. All requests will be reviewed and approved/denied by the Associate Vice President for Extended University.
4. Even if rental fees are waived, event organizers must meet with Public Services staff to determine if there will be service-related costs surrounding their scheduled activity including costs associated with set-up, clean-up, supervision, media, and security.

The Old Governor's Mansion is not available for fund-raising activities.

Insurance Requirements

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

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

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

Food Services/Catering

By contract, food and beverage service for all university-sponsored functions such as banquets, private parties, receptions, refreshment service, conferences, or other special events must be provided exclusively by Sodexo Campus Services. For more information on the specifics of the catering contract, contact Auxiliary Services at 445-1976.

Facility Use During Holidays

When the campus is closed and few support staff are present, there may be issues related to maintenance and custodial support, heating or cooling buildings, and opening, closing, or supervising facilities. *For those reasons, the university strongly discourages the use of campus facilities for non-academic events during holidays and other periods in which the campus is closed.*

Facilities will not be available for external (non-GCSU sponsored) events during periods in which the campus is closed.

Organizers of co-sponsored events should have strong justification for why their events should occur while the campus is closed. Organizers of approved co-sponsored events may be required to pay for utilities if utilities are normally off during the time period of the events, and will be required to pay for any university support staff brought back from annual or holiday leave to support the events.

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)

GCSU Faculty/Staff (Personal Use) \$ 80

Non-GCSU \$ 160

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

TEACHING COURTS (EAST/WEST)

(Per Court Rates)

GCSU Faculty/Staff (Personal Use) \$ 250

Non-GCSU \$ 500

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

MEZZANINES: (NE-NW-SE-SW)

(Per Mezzanine Rates)

GCSU Faculty/Staff (Personal Use) \$ 40

Non-GCSU \$ 80

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

ARENA FLOOR:

GCSU Faculty/Staff (Personal Use) \$1,700

Non-GCSU \$3,400

(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.

GCSU Faculty/Staff (Personal Use)	\$2,400
Non-GCSU	\$4,800
(A refundable damage deposit of \$500 may be required.)	

MEDIA EQUIPMENT: Limited media equipment (a portable sound system, overheads, televisions, and videocassette recorders) is available through the Centennial Center. All classrooms have computers and LCD projectors. Use of this equipment can be scheduled through the Public Services office in the Centennial Center or through Audiovisual Support Services (478-696-2092) 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-\$25(depending on location)** per hour may be charged for use of facilities prior to and following the normal operating schedule.

OUTDOOR POOL:

FEES FOR EVENT FACILITATION SERVICES:

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

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

(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:

Current GCSU Faculty/Staff/Students and retirees with emeritus status: No charge

GC/GCSU Alumni (Individuals who have earned degrees from GCSU)	
Individual Passes	\$ 65
Family Passes (immediate household members only)	\$ 90

*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:

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

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:

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

(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:**

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

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:

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

CONFERENCE ROOMS:

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

AUDITORIUM (CHAPPELL 113):

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

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:

	Faculty/Staff Personal Use	Non-GCSU
Main Dining Room (Full Meal/Sit Down)*	\$135	\$225
University Banquet Room A or B **	\$150	\$300
University Banquet Room A & B **	\$250	\$500
Bobcat Dining Room	\$100	\$200

* (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:

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

(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:

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

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

WEST CAMPUS SOCCER FIELD and RECREATION PRACTICE FIELD:

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

(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)

Due to the presence of the outdoor education program and center within the Lodge, access to this facility is very limited. Contact the Department of Public Services for information.

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

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

LOG CABIN CLASSROOM/LAB:

Access to this facility is very limited. Contact the 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

Monday	Closed
Tuesday-Saturday	9:00 a.m. - dusk
Sunday	1:00 p.m. - dusk

LAKE LAUREL SCHEDULED USE:

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

NORMAL OPERATING HOURS:

YEAR ROUND

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

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.

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

(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:

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

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

LECTURE ROOMS:

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

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

CLASSROOMS:

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

(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:

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

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

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:

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

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

The Miller Dance Studio segment of the Campus Fee Schedule shall be reviewed annually by the Chair of the Department of Theatre and the Director of Public Services.

PEABODY AUDITORIUM:

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

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

(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:

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

(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:

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

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

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

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

(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 (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 Chair of the Music Department and the Director of Public Services.

RESIDENCE HALLS:

Single Occupancy \$26.50

Double Occupancy \$18.50

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, requirements of the user, and the terms of the Agreement. Groups sign a separate agreement with Sodexo.

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 90% 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 liquidated damages for lost business opportunity, an amount computed at 25% of the original estimated bill.

RESIDENCE HALLS CONTINUED:

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

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

KEYS: There will be a \$90 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 Executive Director of University Housing, the Associate Director of University Housing/Operations, and the Continuing Education 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, 1839-1868. An admission fee is charged and group rates are available. GCSU faculty, staff, and students are admitted free with proper identification. **The building is not available for private events or rental.**

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 4.05.

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.

Lawn	\$ 600
Lawn Wedding	\$1,200
Education Building	\$ 275

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 9 a.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	Recognized 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	\$600	\$600	\$1200
LOUNGE AREAS	“The Den”	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

Supervisory fee for “after hours” event—after 10 p.m.--\$25 per hour

Supervisory fee for “before hours” event—before 8 a.m or 12noon(Sat.Sun).--\$25 per hour

GCSU LIBRARY

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

CONFERENCE ROOM:	Price for	Price for
Curfew: 10 p.m. Sunday-Thursday	3 hours use	3+ to 8 hours use
4:30 p.m. Friday		
5 p.m. Saturday		
Capacity: 20		

GCSU Faculty/Staff (Personal Use)	\$ 75	\$200
Non-GCSU	\$150	\$350

PAT PETERSON MUSEUM EDUCATION ROOM:

Curfew: 4 p.m. Monday-Saturday

Capacity: 75

GCSU Faculty/Staff (Personal Use)	\$100	\$250
Non-GCSU	\$200	\$350

ATRIUM:

Curfew: 10 p.m. Sunday-Thursday

4:30 p.m. Friday

5 p.m. Saturday

Capacity: 100

GCSU Faculty/Staff (Personal Use)	\$100	\$250
Non-GCSU	\$200	\$350

LIBRARY PLAZA: Includes Courtyard and Patio

GCSU Staff/Faculty (Personal Use)	\$ 50	\$100
Non-GCSU	\$100	\$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 3+ to 8 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.

Space Reservations

Events will take place during normal hours. All fees associated with Audio/Visual needs, catering through Sodexo, custodial care as well as security are the responsibility of the group responsible for the event.

Guidelines for Use of the Library and Instructional Technology Center

1. Use of the facilities must be scheduled in advance as described above.
2. Responsibility for Audio/Visual support, catering, security, and custodial care is assumed by the user.
3. It is the responsibility of the user to contact the office of the Custodial Manager at (478) 445-1533 for custodial needs.
4. All groups assume financial responsibility for any damages that may occur while using the facility. Food and drinks are permitted in the Atrium, Conference Room, and the Education Room.
5. Non-GCSU groups may be required to make a security deposit as described in the building fee schedule.
6. All groups will agree to abide by the policies and procedures established for the operation of the facility, and must identify an individual who will be responsible for insuring the group adheres to the policies and procedures. All equipment and furniture must be in its original condition and returned to its original location at the conclusion of the event.
7. Users will be responsible for all damages to facilities, to any facility support equipment, and for any personal injury resulting from use.
8. When determined by the Library that the area is not returned to a clean, neat, and orderly condition, the reserving group will be charged an additional fee to cover overtime custodial arrangements.

The Library segment of the Campus Fee Schedule shall be reviewed annually by the Dean of the Library. The Library Plaza segment of the Campus Fee Schedule shall be reviewed annually by the Vice President for Business and 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 516):

GCSU Sponsored or Board of Regents Sponsored	\$ 0
University System, State Government, GCSU Faculty/Staff Personal Use	\$ 75
Non-GCSU, External Groups (A refundable damage deposit of \$50 may be required.)	\$150

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 rearranging 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 (A refundable damage deposit of \$50 may be required.)	\$100

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

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.

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.

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.

BLACK BOX THEATRE

EVENT FACILITATION SERVICE FEES:

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

GCSU Faculty/Staff (Personal Use)	\$ 600
Non-GCSU	\$1200

Custodial fees will be charged of Black Box Users. All custodial fees will be discussed at the time of rental request.

*Insurance Requirements: Non-GCSU sponsored events using Black Box Theatre are required to show verification of insurance as follows:

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

OTHER FEES AND CHARGES:

All users of the Black Box Theatre 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. The fees and charges for the Student Technical Specialists (STS) and Student House Managers (SMS) will be discussed at the time of rental request.

Seating in the Black Box Theatre is provided through a number of mobile, tiered platforms with chairs. If use of the entire space is desired for a reception or wedding, then the tiered platforms must be disassembled and stored, a labor intensive process. Facility renters/users will be responsible for the labor costs required to disassemble and remove the platforms.

The Black Box segment of the Campus Fee Schedule shall be reviewed annually by the Executive Director of Auxiliary Services & the Director of Public Services.

OTHER CAMPUS SERVICES AND FEES:

CAMPS & CONFERENCES

CAMP FEES:

1. Camps sponsored by GCSU departments* will pay \$10** per participant with a minimum of \$500 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 \$30** per camp participant with a minimum of \$1,000 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
- Reporting 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:

<u>Level</u>	<u>Description</u>	<u>CE Services</u>	<u>Charges/participant</u>
I	GCSU Sponsored Limited Support	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* \$500 Minimum
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	\$30* \$1,000 Minimum

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 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 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 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 Technology 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 nonacademic 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 ensure 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
 - E-mail at AV@gcsu.edu
 - Call the AV Office at (478) 696-2092
 - Fee schedule and facilities information: <http://www2.gcsu.edu/ps/>

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 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 Department of Public Services 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 (8 a.m. – 5 p.m. = 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 (8 a.m. – 5 p.m. = 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 a.m. EST. The Audio Visual Support Services Rate Sheet is subject to change.

<i>Portable Equipment - Daily Rate</i>		<i>In-Inventory</i>
• Overhead Projector	\$ 10	4
• Wireless Remote	\$ 20	3
• 35mm Slide Projector	\$ 10	3
• LCD Projector (Dell/Proxima)	\$125	10
• Dell Laptop (Old-no DVD)	\$ 50	2
• Dell Laptop (with DVD)	\$100	3
• TV/VCR Combination	\$ 25	2
• VCR	\$ 10	6
• DVD Player	\$ 25	3
• TV Combo DVD/VCR Player	\$ 75	2
• XL TV/DVD/VCR Player	\$100	1
• 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	\$ 25	2
• Small Portable Fender Sound System	\$125	2
• Large Portable Fender Sound System	\$225	2
• Small Portable Projection Screens	\$ 20	3

- Large Portable Projection Screen \$ 30 2
- Portable Floor Standing Podium \$ 25 2

Portable Equipment - Daily Rate

In-Inventory

- Conference Phone \$ 25 1

. 4.3 Permanent Equipment – Daily Rate

- University Banquet Room A & B* Complex A/V \$200
- University Banquet Room A & B* w/Basic Audio \$125
- University Banquet Room A or B* Complex A/V \$150
- University Banquet Room A or B* w/Basic Audio \$ 75
- Russell Auditorium Complex A/V* \$300
- Russell Auditorium Complex w/Four Stage Monitors A/V* \$300
- Russell Auditorium Basic Sound System* \$200
- Russell Auditorium Sound w/Four Stage Monitors \$250
- Centennial Center Sound System* \$150
- Arts & Sciences Auditorium A/V System*Complex AV \$200
- Arts & Sciences Auditorium AV System*Basic Audio \$125
- 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 Outsourced Equipment

- In the event that the audiovisual equipment or support staff is 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.