**Facility Usage Guidelines**

Below are the basic rules that apply to all University Facilities. Additional details on specific facilities can be found in the links below.

1. All functions desiring use of University facilities should complete the online R25 request form. Facility requests are not deemed approved until an official confirmation has been provided from R25.

2. For large-scale facility rentals, a service agreement and/or a release/waiver of liability may be required.

3. All requests for facility usage must be submitted at least seven (7) business days prior to the date of the scheduled activity, and all applicable usage fees and deposits must be paid in advance – unless an approved University Service Agreement is in place detailing other arrangements.

4. Georgia College reserves the right to deny use of campus facilities for any event, activity or function deemed inappropriate for the facility or the University as a whole.

5. Possession or use of narcotics or other illegal drugs is forbidden on University properties.

6. The use or possession of alcohol is forbidden on University properties unless in conjunction with a pre-approved social function and limited to designated areas. All events with alcohol must have a Georgia College Public Safety Officer present. The fee per hour per Public Safety Officer is $45.

7. No smoking is allowed on the GC Campus.

8. Users will be responsible for all damages to facilities and to facility support equipment and for any personal injury resulting from this use. ALL areas used should be left in a neat and orderly condition. ALL furniture and equipment used should be returned to its proper place and the facility secured upon departure.

9. Faculty/staff advisers must be present during all major events (parties, dances, and any activities open to the public) sponsored by those student organizations that they may represent.

10. All Physical Plant services must be requested five (5) business days prior to the event.

11. All food must be catered through Sodexo 478-452-2409.
12. Georgia College events requiring Physical Plant, Audio Visual Services, and other campus support services outside normal working hours must budget overtime costs. External events requiring these services must pay the agreed upon rates found in the approved Georgia College Fee Schedule.

Please select the facility you are interested in reserving to see the specific policies.

**Arts and Sciences**
Curfew is 10 p.m.
Technical assistance is required to operate the audio visual, multimedia and production equipment housed throughout the facility. Standard rates apply.
Auditorium: Can seat 299
Classrooms: Can seat 40 to 89

**Centennial Center**
Curfew is midnight.
The facility is approved for alcohol but Public Safety officers must be hired and in attendance at the event.
Classroom capacity: 55
Side Court Capacity: 300
Arena Seating: 4,075

**Chappell Hall**
Curfew is midnight.
Classroom capacity: 35
Auditorium Capacity: 60
Conference Room Capacity: 20

**Lake Laurel Lodge**
Curfew is 11 p.m.
The facility is approved for alcohol but Public Safety officers must be hired and in attendance at the event.
Lodge Capacity: 75

**Library and Information Technology Center**

**Policy Statement**
The Library & Instructional Technology Center is pleased to make available our excellent meeting and event facilities to both the Georgia College community and non-university groups. The following procedures have been developed to make the facility available to as many groups as possible.

**Use Fees**
The Atrium, Library Conference Room, and Museum Education Room are available at no cost for University related events. All activities sponsored by university
departments or outside group are responsible for contacting Custodial Manager, 478-445-1533, to make arrangements for custodial care after the event. Fee waivers may be granted for Georgia College sponsored events only. Sponsorship is defined as full participation in the planning, organizing and execution of the program or activity by a University department or unit. Non-Georgia College groups will pay any event facilitation fees, based on single event per day usage, as noted in the Campus Fee Schedule.

SUPERVISORY FEE: An hourly supervisory fee may be charged for use of facilities prior to and following the normal operating schedule.

Facility Reservations
Events will take place during normal hours. All areas are scheduled through the Georgia College Facility Reservations office at 478-445-2749. 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 & 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 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 Education Room.
5 Non-Georgia College 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 group’s representative must complete and sign the Library & Instructional Technology Center Use Agreement.

Maxwell Student Union
Curfew is midnight.
The facility is approved for alcohol, but Public Safety officers must be hired and in attendance at the event.
University Banquet Room Capacity: 150
MSU Lounge Capacity: 100
Cafeteria Capacity: 350

Old Governor’s Mansion

The Old Governor’s Mansion is a National Historic Landmark. Constructed from 1835 to 1839, it served as the Executive Residence for eight Georgia governors. Since 1889, the Mansion has been in trust to what is now Georgia College. Beginning in 2001, the Mansion underwent an extensive historic restoration, which returned the building to its c1850s appearance.

To protect the building, its collection and grounds, strict adherence to the rules, regulations and policies concerning museum practices described herein must be followed at all times. Because of its historical significance and national landmark status, the Mansion's primary purpose will be to serve as a historic house museum and the building will be available for tours at scheduled times and upon special request.

I. Policy for Use of the Mansion

Note: The policies presented for use of the Mansion were developed by the Old Governor’s Mansion, Extended University Division, Georgia College and approved by the Associate Vice President for Extended University, the Vice President for Academic Affairs/Dean of Faculties, and the President of Georgia College. This use policy complies with professional museum ethics and standards. This policy complies with safety regulations for the building, its collection, and its visitors and assures equitable public access. The tour and usage fees listed in this document help cover the costs of operating and maintaining a historic house museum, including repairs, maintenance, public education programming and staffing.

II. Use of the Mansion

Use of the Mansion will be reserved for presidential events and formal events approved by the President only. As a house museum, the Mansion is not equipped to accommodate seated lectures, conferences, symposia, meetings or extensive use for dinners, luncheons, receptions, teas, fundraisers or other similar activities. Official university conferences, lectures or symposia will be restricted to the Education Building. Dinners, luncheons and receptions may be held in the University Banquet Room or other suitable campus facilities. Reservations for special tours must be made at least thirty (30) days in advance through the Mansion office at 478-445-4545.

III. 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 in the Facility Scheduling Policy. 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 service is not available for either the lawn area 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 the Education Building by non-Georgia College 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 a 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 canceled within thirty days of the scheduled event will forfeit one third of the rental fee.

While Georgia College 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.

**IV. 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.

**V. Tours**

As a result of the restoration, visitors to the museum now are able to experience newly opened areas of the Mansion, as well as new archeological exhibits tracing the evolution of the house’s history from its construction to the present day.

**VI. Admission Charges**

(Note: Figures reflect charges per person)

- **Regular Adult** $10
- **Prepaid Adult tours/groups** $7
- **Seniors (Persons over 60 years of age walk-in)** $6
- **Students (Non Georgia College)** $2
- **Students (Georgia College students, faculty and staff, with proper identification)** Free

**VII. Fire Codes**

Smoking is not permitted anywhere inside the Mansion or on its grounds. Maximum fire code capacity for the entire building is 150 people.

**VIII. Fund Raising**

Fund-raising events which do not benefit Georgia College are prohibited.
IX. Photography
Photography and videotaping inside the Mansion are restricted. Please consult with the Mansion staff.

X. Collections
Users of all Mansion facilities are expressly held to the policies and procedures set forth in the Mansion's collections policy. This policy specifically prohibits the use or movement of any piece in the collection without the approval of the Mansion Director.
For more information on the Mansion, visit the Old Governor's Mansion web site.

Outdoor Swimming Pool
Curfew is 11 p.m.
Lodge Capacity: 100
Lifeguard Requirements: 1 guard per 35 swimmers

Russell Auditorium
A campus landmark, Russell Auditorium features Greek Revival architecture and an elegant decor which serves the university and community well. The auditorium, built in 1928 and renovated in 1996, is fully air-conditioned and handicapped accessible. The auditorium seats up to 982 including the balcony, has a 1,000 square foot stage, an orchestra pit, computerized lighting system and two large dressing rooms with lighted mirrors and a shower.

Russell Auditorium is a high demand facility which is reserved for events at least 50 weeks out of each year. Each December, the Department of Public Services calls a meeting of all regular users of the auditorium and others who have requested to use the building, to discuss their needs for the next year and a half and to negotiate times for using the facility. Once campus use of Russell Auditorium has been determined, all of the events are entered into the university's computerized event management system, R25. A few dates usually remain available for other campus and community events. To reserve the facility, submit a facility request online at: http://r25c.gcsu.edu.

Not only is Russell Auditorium a high demand facility, but it is also a highly complex facility with sophisticated lighting and sound systems and stringent fire safety and ADA/504 requirements. Failure to follow the guidelines below could result in serious injury or death to facility users and audience members. In addition to the potential for injury, operation of the theatre's sophisticated lighting and sound equipment by untrained event organizers could result in damage to expensive equipment. For these reasons, all users of Russell Auditorium must utilize the services of the Auditorium Specialist. Contact the Auditorium Specialist at keith.bergeron@gcsu.edu or phone 478-363-3574.
Sound and A/V in Russell Auditorium must be provided by an approved A/V professional. Generally, Theatre is responsible for providing its own sound and A/V
for all other events is provided by the Auditorium Specialist. A/V equipment and services can be obtained by contacting the Auditorium Specialist at keith.bergeron@gcsu.edu or by phone 478-363-3574. Event organizers should contact Audio Visual Support Services to discuss specific A/V needs after the facility request has been approved, but no later than five business days before the event. The hourly rate for evening and weekend hours is $25 per technician. The technician fee includes up to 30 minutes of equipment set-up and 30 minutes of take-down per event.

Russell Auditorium is cleaned by campus custodians daily Monday through Friday. However, weekend custodial support is not provided as a matter of course. Productions that extend over a weekend may wish to contact the custodial manager at 478-445-1533 to arrange to have the auditorium cleaned between performances. Those weekend events that utilize Lanier Hall as an assembly or holding area for cast members will be required to contract with Plant Operations to have Lanier cleaned prior to 7 a.m. on Monday morning. Custodial support should be arranged at least five business days in advance. The cost for such support is $18 per hour for each custodian with a minimum of three hours.

Lanier Hall, which is attached to Russell Auditorium, is a busy office building that is occupied from 8 a.m.-5 p.m. Monday through Friday. To avoid disturbing employees or students, events that use Lanier Hall as an assembly or holding area for cast members should not allow cast members into Lanier prior to 5 p.m. on weekdays. Lanier furniture should not be moved. In addition, the halls, dressing rooms, and other spaces should be straightened up and all debris, props, costumes, makeup and trash removed at the conclusion of each production.

Organizers of external (non-Georgia College sponsored) events will be required to show proof of $1,000,000 of liability insurance and $500,000 damage to property insurance in order to rent the facility. Proof of insurance must be verified prior to confirmation of space.

In case of accidents, injuries, deaths, thefts or other emergencies or if there are after-hours or weekend maintenance issues, contact public safety at 478-445-4400.

The auditorium specialist serves as building manager for Russell Auditorium. If there are maintenance issues, scheduling conflicts or other concerns or issues related to the building, please contact the auditorium specialist at 478-363-3574.

Occasionally, a campus office may identify a need to modify Russell Auditorium’s equipment or structure in some way. In such cases, that office should contact the Director of Public Services who will then facilitate a meeting or communication between all parties with some responsibility for the auditorium including the Department of Theatre, Plant Operations, A/V, Public Services and Emergency Preparedness and Occupational Safety.
Russell Auditorium: Fire Safety/ADA/504 Requirements

Exceptions to Fire Safety/ADA/504 requirements must be approved by the Office of Emergency Preparedness and Occupational Safety (EPOS) and by the Technical Director for Theatre. EPOS can be contacted at 478-445-2025 and the Technical Director for Theatre at 478-445-1241.

Stage Area
- The stage must be clear of all trash, debris, furniture, equipment and set pieces not being used in the current production.
- No candles or pyrotechnics are allowed on stage unless otherwise approved by the Office of Emergency Preparedness and Occupational Safety and the Technical Director for Theatre.
- Stage lighting work must be supervised by a theatre professional or an approved theatre student. No electrical work will be conducted unless by a state certified electrician from Plant Operations.
- When audience seating is built on the Russell stage, disabled persons must be accommodated.
- All tape must be pulled up off the stage floor before painting.
- If painted for a production, the stage floor must be returned to flat black when finished.
- All personal property should be removed from Russell Auditorium and Lanier Hall after the conclusion of productions.

Russell Auditorium Equipment
- Russell Auditorium lighting must be operated by an approved theatre professional. The services of trained Student Technical Specialists can be obtained through the Auditorium Specialist at keith.bergeron@gcsu.edu or at 478-363-3574.
- Sound must be operated by an approved A/V professional. Generally Theatre is responsible for providing its own sound, and sound for all other events is provided by the Auditorium Specialist. A/V equipment and services can be obtained by contacting the Auditorium Specialist at 478-363-3574.

Dressing Rooms (Located in Lanier Hall)
- All costumes, makeup and other personal items and equipment must be removed from the dressing rooms. Hair dryers, curling irons, irons and other equipment must be unplugged except while in use.
- The dressing rooms must be kept clean during performances and returned to a clean condition at the conclusion of performances.
- It should be understood that the dressing rooms are also used as Theatre classrooms, so they are not safe places to leave personal items.

Auditorium Seating Area
• The piano, speakers and other equipment must be kept out of the aisles on the front and sides of the auditorium when the auditorium is occupied by patrons.
• No audio/visual cables or extension cords are allowed on the floor of the auditorium while occupied by patrons.
• The aisles and doors must not be blocked in any way and must have at least 34 inches of free space.
• The swinging doors at the front of the house must be opened inward prior to performances and outward at the end of performances.
• No folding chairs or tables are allowed in aisles or doorways.
• No candles are allowed in the seating area. No "Christmas tree" type lights are allowed without the prior knowledge of the Auditorium Specialist and only then with proper safety and fire restraining procedures in place. Christmas tree lighting must be certified by Underwriters Laboratories with an authentic UL marking on the strand of lighting. No frayed or damaged lighting is permitted.
• Hanging wall decorations should not obstruct aisles or doorways.

Lobby

• No tables for ticket sales or literature distribution are allowed in the lobby.
• All lobby doors and exit doors will remain unlocked prior to and during a performance.
• No electrical cables or extension cords are allowed on the floor without proper restraints placed over them.
• No candles, flower arrangements or other decorations will be allowed to hinder or block access to exits. This applies in all areas except the stage area.
• All unused programs and other handouts should be removed from the theatre or placed in the trash at the conclusion of events.

Front Porch

• Ticket sales and distribution of literature may be made from tables or booths set up on the far right and left of the front porch.
• No electric cables or extension cords will be allowed on the floor of the porch without proper restraining procedures in place.

ADA/504 Compliance

• All flyers, posters, mail-outs, invitations etc., should announce that disability accommodations are available and give the name and number of the event organizer who will be responsible for providing the accommodations. Posters should state that a 24-hour notice is required for accommodations.
• Handicapped seating areas for wheelchairs and wide seating areas must remain open. A folding chair can be used for companion seating in these areas. A few folding chairs are stored in the handicapped seating area. Event organizers will be responsible for providing folding chairs to guests who request them. (If folding chairs have been removed from the handicapped seating area, please contact the
Department of Public Services for replacements prior to the event.)
• Assisted listening devices are available for use by hearing impaired individuals who request them with a minimum 24-hour notice as stated on performance flyers or posters. Event organizers will be responsible for providing assisted listening devices to audience members who request them. Please contact the Auditorium Specialist, the Department of Public Services or your Student House Manager to access the listening devices.

Other Matters

The foregoing requirements are subject to revisions and additions.
• Requests for exceptions to Fire Safety/ADA/504 requirements must be made to the Office of Emergency Preparedness and Occupational Safety and the Technical Director for Theatre at 478-445-1241.
• The Office of Emergency Preparedness and Occupational Safety will be copied on all facility confirmations for the use of Russell Auditorium by the Department of Public Services.

Important Contact Information

Auditorium Specialist
Phone: 478-363-3574

Emergency Preparedness and Occupational Safety
Phone: 478-445-2025

Custodial Manager, Plant Operations
Phone: 478-445-1533

Moving Foreman, Materials Management
Phone: 478-363-4255

Public Safety
Phone: 478-445-4400

Sallie Ellis Davis House

The Sallie Ellis Davis house is a late-nineteenth century framed structure located at 301 South Clarke Street in Milledgeville, GA. This building served as the primary residence for Sallie Ellis Davis, a leader in Milledgeville’s African American community and educator within the local Eddy School.

Availability of Facilities:
The Sallie Ellis Davis House is available year-round with the exception of official university holidays. In general, when the university is in session, the SED House is
The Sallie Ellis Davis House is also available to the campus for educational purposes. It may also be reserved by university groups (including students, staff, faculty and administration) for special events, meetings, and receptions. All use of the facility must comply with the university's facility reservation guidelines found in the GC Policy Manual and be reserved through the R25 reservation system.

The Sallie Ellis Davis House will be reserved based on the priority system found in the university's facility reservation policy. Use of the Sallie Ellis Davis House by non-college groups may be permitted after all university needs are met and when it does not interfere with normal college operations, does not cause excessive expenditure of university staff time and other resources, and when it meets facility reservation guidelines. Requests for regular monthly meetings by non-College groups will not be granted during the academic year. Fundraising not associated with Georgia College or the GCSU Foundation is strictly prohibited. No reservations, either by university or community groups, may be considered annual events. Every event must be reserved individually on a space-available basis.

Use of the Sallie Ellis Davis House by non-college groups may entail costs such as rental and service (custodial, Public Safety, catering or facility supervision) fees. Facility supervisory fees are also required under certain circumstances. Rental fees may be partially or completely waived for local and state governmental agencies or non-profit organizations provided the events and organizations meet the applicable criteria and follow the procedural guidelines outlined in the university's facility reservations policy.

The house has a catering kitchen and dining space and catering is allowed through Sodexo. Serving alcohol is not allowed.

The Sallie Ellis Davis House is in a residential neighborhood, so groups using the space must control noise levels to a reasonable level and hour (10 p.m. curfew). No stages or tents are allowed on the property. No changes may be made by users to the structure, exhibits or landscape; and decorations may not be adhered to the walls, doors or exhibits. No admission-charging events are allowed at the Sallie Ellis Davis House.

Parking is allowed on the street to the front of the house; however, preferred parking is in the designated spaces within the Centennial Center parking lot. This policy complies with safety regulations for the building, its collections and its visitors and assures equitable public access.

**Fee Schedule for Sallie Ellis Davis House:**
Below are the fees for rental of the Sallie Ellis Davis House. Please note that this rental fee includes the use of the modern classroom and dining facility and does not include the museum spaces located in the front two rooms of the building. All fees
are for a three-hour event.

**Sallie Ellis Davis House and Lawn Rentals:**

<table>
<thead>
<tr>
<th>Internal GC Group</th>
<th>Free</th>
</tr>
</thead>
<tbody>
<tr>
<td>GC Faculty/Staff Personal Use</td>
<td>$25</td>
</tr>
</tbody>
</table>

**External Groups**

| Regular Business Hours | $25 |
| After Business Hours   | $50 |

Please note that regular business hours are Monday-Friday 8-5 p.m. and after-hours events are weekdays after 5 p.m. and all weekend events.

**Security Staffing:**
Use of the Sallie Ellis Davis House after normal business hours will require security staffing for all users. Normal business hours constitute Monday-Friday from 8-5 p.m. The additional security staffing fee is $15.00 per hour, per staff person. External groups using the facility during regular business hours may be required to have security staffing, depending on the availability of staff.

**Student Activity Center (Magnolia Ballroom)**
The Student Activities Center is a multi-purpose facility that includes four small conference rooms seating 20-30 people each, which can be converted to two large conference rooms seating 50-100 people each.

The Center contains a large ballroom (Magnolia) that seats 500 conference style, or 320 at 6’ round tables, a lounge area, and a game room. The ballroom is state-of-the-art and provides the latest in video and audio technology. The ballroom includes a semi-circular stage that provides a great viewing of presenters.

In addition, the Student Activities Center has a laptop, portable LCD projectors, and portable televisions with VCR and DVD players.

The Student Activities Center is open to reservation by non-university groups beginning the day after graduation (first Sunday in May) and ending prior to the Week of Welcome (usually the second Wednesday of August).

Please contact the Student Activities Center at 478-445-4027 if you have specific questions regarding the facility.

**West Campus**
The West Campus Center (WCC) is a multi-use space encompassing retail food operations, academic classrooms and general recreation areas primarily for student use, but available to all GC departments and organizations. The WCC can be broken down into the following four (4) primary areas:

9 General lounge area
10 Dining area
11 Multi-purpose room(s)
There are additional areas which include foyer, food operations, storage and maintenance. The four primary areas are listed within the R25 Facility Reservation System and may be reserved for functions through the Public Services/Facility Reservations office and are available for rent for GC employee personal use and non-GC use as allowed by the Facilities Usage policies and procedures.

Normally the lounge area and dining area are continuously available for all students to use on a daily basis. Reserving these areas is by exception and on a non-interference basis only. Any student or university organization requesting the lounge or dining areas to be reserved for a special program or event must reserve the space in R25. The space is not fully reserved until the organization receives a confirmation email. The Facility Reservations office will coordinate with the Building Manager to ensure the requesting organization is authorized to use the facility prior to a confirmation being sent.

The Multipurpose rooms are available to be reserved on a first-come, first served basis within the R25 scheduling system. Standard rent is annotated in the Fee Schedule.

The deck surrounding the WCC is a separate area available for rent for outdoor activities. Renting the multi-purpose room or lounge area does not allow for exclusive use of the deck area.

The entire WCC may be rented for large events where total building use is desired (this does not include the kitchen or convenience store areas).

Non-GC organizations or groups wanting to rent specific rooms or the entire facility will be required to make a security deposit as a sign of good faith use and damage mitigation. Deposits are 50% of the full fee which will be held until the function is complete and any damages are noted. A Cancellation Fee of 50% of the deposit will be assessed for cancellations with less than 72 hours notice and 100% of the deposit with less than 24 hours notice.

Standard Configurations. (Individual organizations will be given or have access to appropriate layouts to use in returning the room to its standard configuration)

Each primary area will have a basic configuration for placement of furniture and equipment. This configuration is used to facilitate inventory and to serve as a basis for returning the room to an expected template for follow-on users. The multipurpose classrooms’ standard configuration will be as a large room with the partition stored in the alcove. Organizations requesting to have the room divided will annotate this request in R25. Due to the unique capability of the lounge to be arranged for a multitude of settings it will only need to be kept in a neat and orderly fashion with minimal requirement to move furniture to a specific position.
**Hours of Operation.**
The lounge area and dining area will have open access during normal school operations and the following hours, which coincide with the opening and closing of the Village Market. These areas are not available for rental during the following times:

- **Sun:** 4:30 p.m. – 10 p.m.
- **Mon-Thu:** 7:30 a.m. – 10 p.m.
- **Fri:** 7:30 a.m. – 3 p.m. (Rental available after 4 p.m.)
- **Sat:** Closed (rental available)

Specific opening hours for extended school holidays, Maymester, and Summer terms will be posted on the door. The facility is accessible after hours by authorized students through the use of the Bobcat Card entry swipe. The patio is also accessible 24 hours a day without the use of a Bobcat Card, but quiet hours will be enforced from 10 p.m. – 10 a.m.

The classrooms will be locked unless a specific reservation for the room(s) has been made. The department or organization using the room will be responsible for coordinating with the Building Manager to obtain a key for opening the rooms and returning the key at the set date/time. A $10 late fee is assessed if the key is not returned on time. A lost key fee of $150 will be assessed if the key is not returned within 72 hours as the doors will have to be cored and rekeyed to maintain security.

**Equipment.**
The facility is fully WiFi capable through the GC wireless system. Non-GC organizations can request to have Wi-Fi enabled through the GC Guest wireless network by contacting the Department of Instructional Technology. There is a fully functional multi-media center located within Multi-purpose room 101 and a television in the lounge area. The television remote will be available for general use. Organizations wishing to use the multi-media equipment should make this request in R25 and coordinate with the Audio Visual Support Specialist at 478-696-2092 to ensure they know how to use the system prior to their event. A $15.00 service fee is added when using the multi-media projector system. A copy of the Operating Instructions for the multi-media center will be maintained in the podium.

There is a gas fireplace which is controlled by a timer under a locked guard and may only be operated during normal hours. This unit will only be operational from November 1 – March 31 so as not to compete with the air conditioning units.

The multi-purpose rooms are equipped with a partition curtain which can separate the two rooms and locked into place with a special key. The standard configuration is for the curtain to be folded up providing the most space. A special request for closing the room off will need to be annotated in the R25 system so that arrangements can be made to have the partition closed and locked down. The partition will be put in place when the room is configured for the event and placed back into the storage alcove when the event is over.

**Responsibilities.**
The Building Manager is the primary point of contact for issues regarding building operations and will maintain positive key control. The building manager will conduct periodic and routine inspections to ascertain the general condition of the building and will submit appropriate work order requests for building maintenance. The building manager will contact individual organizations on noted discrepancies or damages resulting from an event.

The Facility Reservations office is responsible for ensuring the R25 system accurately reflects area capacity, capability and usage. They will coordinate with appropriate organizations on their responsibilities and deposit requirements and remedy any scheduling conflicts. Facility Reservations will maintain a current copy of this document as the referenced source for building usage requirements. Facilities Operations is responsible for conducting periodic building and grounds maintenance in accordance with standard practices to ensure building functions are normal. They are also responsible for accomplishing requested maintenance submitted via work orders from the Building Manager in a timely manner. Facilities Operations, through custodial services will accomplish daily cleaning of all general use areas, classrooms and restrooms in accordance with standard practices.

Auxiliary Services, through the university dining contractor, is responsible for all dining and retail operations to include stocking of materials, cleaning of food prep areas and retail shopping areas. Food preparation and handling equipment maintenance is the responsibility of the dining contractor who will coordinate with university officials to facilitate repairs. The on-site retail manager will be responsible for opening exterior doors at the beginning of operating hours and locking exterior doors upon retail operations closing.

Public Safety is responsible for conducting periodic and routine exterior and interior safety and security inspections in accordance with their standard practices. They will maintain video surveillance of the general areas through the use of in-place cameras. They are responsible for enforcing quiet hours on the patio. Individual organizations are responsible for coordinating multi-purpose room configurations and setting out the appropriate tables, chairs, etc. for their specific event. They are also responsible for coordinating with the Audio Visual Support Specialist at 478-696-2092 before using the multi-media station. Organizations will return the multi-purpose rooms to standard configurations at the end of their event and place trash in appropriate receptacle.