



DEPARTMENT OF CONTINUING & PROFESSIONAL EDUCATION

GEORGIA COLLEGE & STATE UNIVERSITY

Depot Meeting Space Fee Schedule*

	Full Day Rental (>4 hours)	Half Day Rental (<4 hours)
Rental Fee (non-GCSU only)	\$600	\$300

Additional Rental Fee Information

- Non-GCSU entities will be charged 8% sales tax
- Non-GCSU entities must obtain and maintain a special event liability policy with a combined single limit of no less than \$1,000,000.
- Non-profit organizations will receive a 20% discount

Additional Fee Assessment

Additional fees may be charged for certain event types. This will be discussed during the reservation request approval process. Services that could incur additional costs include, but are not limited to:

- Events occurring outside of regular business hours
- Custodial services
- Public Safety

Additional services

- Available upon request for an additional fee:
 - Conference resources: flip charts & easels, pens, notepads, folders
 - Event registration
 - Catering service coordination
 - Advanced A/V needs
 - Tablecloths/draping

Catering Policy

All catering must be coordinated through Sodexo, the University's dining services provider. Sodexo reserves the right of first refusal. Outside catering is permitted only if Sodexo declines, and prior approval is obtained.

**Effective May 2026*