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Facility Use Policy

Policy Statement

The purpose of the facilities at Georgia College & State University (“Georgia College” or “University”) is to support the educational mission and strategic goals of the University. The facilities are available primarily for programs offered by and intended for the campus community.

Definitions

The following definitions apply to the terms as used in this Policy:

Co-sponsored Event

An event in which the external sponsor is directly associated with an official Georgia College sponsoring unit, organization, or group as recognized in the official structure of the University.

Registered Student Organizations (RSOs)

A group of students who have satisfied the University’s procedures and requirements for registration or recognition.

University Group

An administrative or academic department, unit, center, or institute within the University.

University Space

Any space, building, or structure that is owned, leased, operated, or controlled by Georgia College.

External Requester:

Non-Georgia College faculty, staff, or student requesting the use of facilities.

Internal Requester:

Georgia College faculty, staff, or student requesting the use of facilities for University events.

Personal Use:

Faculty, staff, or student requesting the use of facilities for a personal event; must be in attendance at event and responsible for all associated fees and/or damages. (See Campus Fee Schedule)

Keywords

Event
Facility
Facility Use
Rental
Reservations
Requester
Room
Schedule
Space

Reason for the Policy

The reason for this policy is to set priorities for facilities usage and define scheduling procedures.

Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the university or federal and state laws. All organizations are expected to follow the rules and regulations of the University at all times.

Permission to use a facility does not imply endorsement, sponsorship, or support by the university of the views, opinions, or programs of the facility users.

Proposed Outcome

This policy aims to provide for a uniform manner in which Georgia College facilities may be used.

Applicability of the Policy

This Policy applies to all members of the Georgia College community, including but not limited to faculty, staff, students, volunteers, visitors, vendors, and invited guests, as well as the general public.

Related Policies

[Georgia College Freedom of Expression Policy](#)

[Georgia College Tobacco and Smoke-Free Campus Policy](#)

[Georgia College Filming and Photography on Campus Policy](#)

[Board of Regents Use of Institution Names, Symbols, and Trademarks Policy](#)

[Board of Regents Weapons Policy](#)

[Minors on Campus Policy](#)

[Open Flame Policy](#)

[Alcohol Policy](#)

[Catering Policy](#)

[Fundraising – sales, advertising, and solicitation on campus](#)

[Tailgating](#)

Procedures

I. Course Scheduling

Classrooms

1. A classroom designated as a general use academic space is considered an institutional resource. All general use classrooms shall be available for centralized academic scheduling.
2. To effectively utilize space and serve students, departments and colleges shall schedule academic courses throughout the day Monday through Friday consistent with the approved academic course scheduling matrix (available at http://www.gcsu.edu/sites/files/page-assets/node-1330/attachments/schedule_planning_matrix.pdf).
3. Academic courses that will not require a room for the entire semester shall list only the dates the room is required in Banner, thereby making other dates available for event scheduling.
4. Departments will enter required room features for academic course sections – except for approved laboratory and studio space – in Banner when entering the semester course schedule.
5. Classrooms will be assigned by the Registrar using the 25Live Scheduler and Optimizer, and then will be bridged to 25Live. Departments and colleges will have an opportunity to provide feedback

before assignments are finalized. Departments and colleges will also assist in finding space for courses for which no appropriate room placement was found.

6. Academic classroom assignments must be complete before registration for a subsequent semester begins.
7. Departments and colleges must report to the building manager any instructional space deficiencies according to minimum working standards customarily expected by an academic unit for offering courses to their students. Information Technology will address technology needs and services. Facilities Operations will address furnishing and maintenance needs.

Laboratory and studio space

1. Academic laboratory and studio space is considered an institutional resource, but is usually assigned to a department for appropriate use, maintenance, and staffing. Academic laboratory and studio space includes science laboratories, clinical spaces, and music and art studios.
2. Departments and colleges may request that a room be designated as academic laboratory and studio space by submitting a request to the 25Live Governance and Implementation Committee.
3. Departments will enter assignments for approved academic laboratories and studio space directly through Banner.
4. Only the assigned department or college may use approved academic laboratory and studio space, unless prior approval is received from the chair or dean.
5. Academic laboratory and studio space will automatically be bridged to 25Live.
6. Laboratory and studio space assignments must be complete before registration for a semester begins.
7. Departments and colleges will be responsible for addressing instructional space deficiencies according to minimum working standards customarily expected by an academic unit for offering courses to their students.

Review

1. The 25Live Governance and Implementation Committee will review and analyze use of space at least annually to assist the university in making better use of its resources. The committee will provide feedback to the Provost and the University Space Utilization Committee. Effective utilization will be evaluated through factors including:
 - a. The percentage of time during the academic day that classrooms are scheduled. (Classrooms that are heavily used between 9 a.m. and noon, but rarely used for the remainder of the academic day will not be considered effectively utilized.)
 - b. The percentage of seats filled in each classroom. (For example, a 30-seat classroom would be considered effectively used if classes in the room averaged 25-30 students. A 49+ seat classroom would not be considered effectively used if classes in the room averaged less than 20. These numbers are for illustration purposes only.)
 - c. The current USG classroom utilization metrics
https://www.usg.edu/facilities/initiatives/space_utilization

II. Facility Reservations

1. Facility use requests should be made to the Office of Facility Reservations by using the event scheduling system. Please do not email or phone Facility Reservations staff. It is recommended that all requests be submitted to the Office Facility Reservations at least ten (10) business days prior to the date of the event, but no later than 3 business days prior to the requested event.
 - a. For requests needed in less than three days, refer to the Space Exception Request Process <https://www.gcsu.edu/publicservices>.
2. Facility Reservations reviews facility requests, taking into consideration the follow:
 - a. Priority for reserving space;
 - b. Availability of space for date(s) requested;
 - c. Suitability of the event for the requested location;
 - d. Number of persons expected to attend the event;
 - e. Presence of alcohol; and
 - f. Duration of the event.
3. Facility Reservations will notify the requester that the request for space has been confirmed or denied within three (3) business days of receipt.
4. Service-related needs such as event technology, food, housing, moving, and/or security should be indicated in the request. Event organizers will still be responsible for making specific arrangements directly with the service units and will be responsible for notifying the service units if there are any changes to the original request. These offices require a minimum notice of three (3) business days.
5. In the event a requested facility is not available, Facility Reservations can assist in finding another appropriate location.
6. Facility requests will be confirmed or denied with an official email notification from Facility Reservations.
7. **Exceptions to Facility Use Policy:**
 - A. **[Georgia's Old Governor's Mansion](#)**
 - a. Use of Georgia's Old Governor's Mansion, excluding the grounds and educational building, will be reserved for presidential events and formal events approved by the President only.
 - b. All reservations must be made at least thirty (30) days in advance.
 - c. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, or other GC staff will be charged at rates according to the approved GC Fee Schedule.
 - d. 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.
 - e. Use or movement of any piece of property, including furniture and art, is strictly prohibited.
 - f. Public rentals, official university meetings, conferences, lectures, dinners, luncheons, and receptions or symposia will be restricted to the Education Building or lawn.
 - g. No reservations, either by university or community groups, may be considered annual events. Every event must be reserved individually on a space-available basis.
 - h. Use of the grounds or supporting buildings after normal business hours will require security staffing.
 - i. Requests for reservations must be made by calling the Department of Historic Museums at 478-445-4545.

- B. [Andalusia](#)
- a. Use of the main house of Andalusia, excluding the grounds, will be reserved for presidential events only.
 - b. All reservations must be made at least thirty (30) days in advance.
 - c. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, or other GC staff will be charged at rates according to the approved GC Fee Schedule
 - d. Use or movement of any piece of property, including furniture and art, is strictly prohibited.
 - e. Official university meetings, conferences, lectures, dinners, luncheons, and receptions or symposia will be restricted to supporting buildings on the property or the grounds.
 - f. Please note that requests for regular monthly meetings by non-University affiliated individuals or groups will not be granted during the academic year.
 - g. No reservations, either by university or community groups, may be considered annual events. Every event must be reserved individually on a space-available basis.
 - h. Use of the grounds or supporting buildings after normal business hours will require security staffing.
 - i. Requests for reservations must be made by calling the Department of Historic Museums at 478-445-4545.
- C. [Sallie Ellis Davis House](#)
- a. All reservations must be made at least thirty (30) days in advance.
 - b. Public rentals, official university meetings, conferences, lectures, dinners, luncheons, and receptions or symposia will be restricted to the modern classroom, reception room, or lawn.
 - c. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, or other GC staff will be charged at rates according to the approved GC Fee Schedule.
 - d. Use or movement of any piece of property, including furniture and art, is strictly prohibited.
 - e. No reservations, either by university or community groups, may be considered annual events. Every event must be reserved individually on a space-available basis.
 - f. Use of the site after normal business hours will require security staffing.
 - g. Requests for reservations must be made by calling the Department of Historic Museums at 478-445-4545.
- D. **Heritage Hall (Gallery and Common Area space at the North Clarke Street Entrance of the Ina Dillard Russell Library)**
- a. Use of Heritage Hall will be reserved for presidential, University Advancement events and formal events approved by the Vice President in the area where the request originated.
 - b. All reservations must be made at least thirty (30) days in advance.
 - c. Additional charges for custodians, electrical, HVAC, audio visual, public safety, or other GC staff will be charged at rates according to the approved GC Fee Schedule
 - d. Use or movement of any piece in of property, including furniture and art, is strictly prohibited.
 - e. No reservations, either by university or community groups, may be considered annual events. Every event must be reserved individually on a space-available basis.
 - f. Use of the site after normal business hours (9:00am-4:00pm) will require security staffing.

- E. **Centennial Center (Main Basketball Court/Arena and Pool)**
 - a. All reservations must be made at least thirty (30) days in advance.
 - b. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, lifeguards, student staff, or other GC staff that may be needed will be charged at rates according to the approved GC Fee Schedule.
- F. **Wellness & Recreation Center (WRC-Court 1, Court 2, Multipurpose Court and Pool)**
 - a. All reservations must be made at least thirty (30) days in advance.
 - b. The Wellness and Recreation Center differs from the rest of the campus due to the nature of its funding. Therefore, no space within the WRC can be considered for personal use for any individual, non-governmental entity, or organization. The WRC may only be reserved by Student Organizations, University Departments, and Governmental entities.
 - c. Set-up and breakdown time may be limited in order to minimize the scope of disruption to normal Wellness and Recreation Center activities.
 - d. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, lifeguards, student staff, or other GC staff that may be needed will be charged at rates according to the approved GC Fee Schedule.
- G. **Black Box Theatre**
 - a. All reservations must be made at least thirty (30) days in advance.
 - b. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, student staff, or other GC staff that may be needed will be charged at rates according to the approved GC Fee Schedule.
 - c. Requests for reservations must be made by calling 478-445-8290.
- H. **Russell Auditorium**
 - a. All reservations must be made at least thirty (30) days in advance.
 - b. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, student staff, or other GC staff that may be needed will be charged at rates according to the approved GC Fee Schedule.
 - c. Requests for reservations must be made by calling 478-445-8735.
- I. **Lake Laurel (Challenge Course, Lodge)**
 - a. Space at Lake Laurel cannot be reserved for personal use by any GC Faculty, Staff, or Student.
 - b. All reservations must be made at least thirty (30) days in advance.
 - c. Requests for reservations must be made by calling 478-445-7536.
- J. **Planetarium**
 - a. All reservations must be made at least thirty days (30) days in advance.
 - b. Additional charges for use of the facility as well as custodians, electrical, HVAC, audio visual, public safety, or other GC staff will be charged at rates according to the approved GC Fee Schedule.
 - c. Requests for reservations must be made by calling 478-445-5769.

III. **Priority Order for Reserving Facilities**

- 1. Academic classes have priority over event requests at Georgia College.
 - a. Requests to use classrooms or academic locations Monday through Friday after 5:00 PM will be confirmed or denied beginning on November 1 for Spring events and April 1 for Fall events.
 - b. Requests to use classrooms or academic locations Monday through Friday between 8:00 AM and 5:00 PM will be confirmed or denied beginning on December 1 for Spring events and May 1 for Fall events.

- c. Requests to use classrooms or academic locations Monday through Friday during the summer will be confirmed or denied beginning on February 1.
2. Event reservation requests will be reviewed and processed in the order in which they are received.
3. If two or more facility requests are received at the same time, the process outlined in Section II, Number 2, will be followed to determine which events receive top priority for the requested facilities.
4. Once requests are received and confirmed, they will not be canceled to accommodate requests submitted at a later date, even though these requests might have a higher priority.

IV. Official University Events (Internal Requests for Facilities)

1. An official University event is defined as an event coordinated by an official Georgia College 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 college/departmental meetings, commencement, convocation, continuing education courses, athletic competitions and practices, intramurals, Department of Music events, Department of Theatre and Dance rehearsals and performances, etc.
2. Activities that fall under this category are exempt from usage fees except for any catering, Public Safety, staff overtime, or special equipment-related costs.

V. Co-sponsorship of Events by Campus Departments and Student Organizations

1. The event must be directly associated with the university responsibilities and mission of the Georgia College requesting entity. (By itself, the presence or involvement of Georgia College 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 Theatre or local school systems visiting the planetarium co-sponsored by the Department of Chemistry, Physics & Astronomy. Examples of situations in which a legitimate claim of co-sponsorship may not be justified include:
 - a. A student organization that "co-sponsors" an event for a local business because one of the organization's students works at the business
 - b. A campus department that "co-sponsors" meetings of a civic organization simply because several Georgia College employees are members of the civic organization
 - c. A campus department that "co-sponsors" a local pageant which has no apparent or substantial connection to the mission of the department
 - d. A campus department that justifies co-sponsoring an external event by noting that Georgia College students are being paid to work the event
2. University departments and student organizations are not to use co-sponsorship simply as a means of providing external entities with free access to Georgia College facilities. Facility Reservations has been charged with the 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 requesting entity. Appeals of denied co-sponsorship claims may be made to the Associate Provost for Academic Affairs who will make a final determination. Activities that fall under this category are exempt from usage/rental fees except for any catering, Public Safety, staff overtime, or special equipment-related costs.

VI. Facility Rentals (External or Non-GC Related Facility Requests)

Conditions of Rental or License

1. All external or Non-GC facility requesters must complete the external facility request form.

Approval will be granted if the following criteria are met:

- a. The facilities involved are not required during the period of intended license/rental for any University purpose.
- b. The non-University parties seeking the license or rental must demonstrate sound financial and management capabilities related to responsible utilization of the facilities and must provide an IRS ID number, bonding, and insurance protection.
- c. The rental/license rate shall be set at fair market value as determined from the current rate for similar facilities in the City of Milledgeville.
- d. Individuals or organizations using University facilities under these provisions shall not use the name of Georgia College & State University, University System of Georgia Board of Regents, or the State of Georgia in advertising or in any other manner to state or imply sanction or sponsorship.
- e. During such use, Georgia College police and other duly empowered police, security officers, public safety officials and EMT's assigned to the facilities shall be required and instructed to observe and enforce all applicable laws.

2. Non-University Event Approval Process:

- a. Sign an agreement with the University for use of its facilities.
- b. Obtain and provide a certificate of liability and property damage insurance (without deductible) that names Georgia College & State University. The liability limits will depend on the nature of the activity and shall be set by the Office of Legal Affairs.
- c. Reimburse the University for additional costs for police, maintenance, etc., incurred in connection with the scheduled activity or event (see Charges for Use of Georgia College Facility below).
- d. Ensure that all promotion and advertising of event involving the use of Georgia College identifies the non-University person or organization sponsoring the event.
- e. Provide any necessary support personnel not provided for in the contractual agreement with the University (i.e., ticket sellers, box office personnel, ushers, support crew, security, etc.).
- f. Ensure that all non-University decoration, staging and equipment meet State Fire Code provisions and all other applicable safety standards and regulations prior to their installation and use.
- g. Provide evidence of their ability to meet all expenses in advance of the event.
- h. Arrange food and beverages through the campus catering, where applicable.
- i. Comply with the policies of the Board of Regents, the University and the State of Georgia concerning alcoholic beverages, tobacco and smoke-free products, and campus carry guidelines on campus.
- j. Take reasonable care to ensure the physical safety and health of the participants and spectators.

3. Insurance Requirements

Once it is determined to accommodate the event, the external organization must produce proof of appropriate insurance coverage, in accordance with the insurance requirements for major events (link to a document). Facility Reservations will be responsible for processing the contract, obtaining the insurance certificate, processing charges associated with the event, and completing all necessary paperwork for the event.

A. Insurance Requirements for Major Events

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

a. Personal Injury and Advertising	\$1,000,000 Liability per Occurrence
b. Contractual	\$1,000,000 Liability per Occurrence
c. Fire Legal	\$1,000,000 Liability per Occurrence
d. General Aggregate	\$2,000,000

B. Contracts

At the time the insurance coverage is presented, a License Agreement/Permit (for Short-term use of Campus Facility) form must be signed by the external organization. The contract is then routed through the contract process and once executed, the external organization will receive a copy of the fully executed contract from the GC Department/person. A copy is kept on file by the Office of Facility Reservations. The external organization is to be given no confirmations or guarantees until the contracts have been executed.

C. Advertising

Advertising shall not begin nor shall invitations be extended until after the proposed event has been approved and all contracts fully executed.

D. Charges for Use of Georgia College Facilities

Depending on the nature, duration, and special requirements for events, the following charges may be assessed:

- a. Use of Facility;
- b. Event Supervision;
- a. Public Safety;
- b. Maintenance and clean up (i.e. electricians, custodians, grounds crew, etc.);
- c. Equipment and Supplies;
- d. Outside Personnel;
- e. Student Assistants;
- f. Moving Services
- g. Special Services (i.e. set-up/tear-down during non-business hours); and
- h. Parking & Transportation.

All charges will be explained to the potential user prior to signing a contract with the University for the use of its facilities. A deposit may be required at the time of the permit holder signing a contract.

All facility use charges are due in full two (2) weeks prior to the event date and thirty (30) days following receipt of an invoice for any charges incurred on the day of the event. Failure to pay two weeks in advance will result in cancellation of the confirmed facility.

VII. Fees and Services

1. With certain exceptions detailed below, rental fees are charged for all uses of campus facilities by external entities and by anyone using campus facilities for business or personal reasons not related to Georgia College and its mission. Fees for the use of Georgia College facilities must be paid in advance of the event. Fees can be paid via check or credit card to the Office of Facility Reservations. Written receipts, facility confirmations, and rules and regulations for using campus facilities are provided to the event organizer upon the receipt of payment. Event organizers will be required to sign a Georgia College approved agreement, acknowledging these rules, regulations, fees, and other important rental information.
2. Requests to cancel the use of a facility must be made three business days prior to the scheduled date, or no refunds will be issued. Refunds will be issued if weather or other natural causes prevent the use of facilities – for example, a group that rents the Georgia College outdoor pool will not be penalized financially if thunderstorms prevent the pool from safely opening.
3. While official University and University-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, Production Services technicians, Audio Visual Services, and other supervisory personnel, as well as purchases in support of events. Some of these charges are detailed below.
 - A. Security
 - a. The use of Georgia College Public Safety personnel is required at all functions where alcohol is being consumed and at all other functions as deemed necessary by the Georgia College Director of Public Safety. For functions serving alcohol, it is required that there be a minimum of one (1) officer per 75 participants. Public Safety officers shall be retained at the hourly rate as determined by Public Safety. For external events, these charges will be in addition to all applicable rental fees.
 - B. Support Services
 - a. Personnel Events requiring the services of Georgia College custodians and/or electrical/HVAC technicians beyond the normal work day shall retain these services at the current hourly rate, plus any overtime, FICA, FICA Med, or other required benefits. External events requiring these services during normal working hours will be charged the hourly rate (plus FICA/FICA Med) of the employee(s) providing the services. These fees will be in addition to all applicable rental fees.
 - C. Supervisory Fees
 - a. Hourly supervisory fees may be charged for use of facilities prior to and following the normal operating schedule. Rates for each building monitor/supervisor required to be onsite are published in the Campus Fee Schedule. All supervisory fees will be detailed in the rental agreement.
 - D. Damage/Clean-Up
 - a. 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.
 - E. Event Technology and Logistics Support
 - a. Event technology may be available and provided by Production Services in each space. Event technology includes but is not limited to: projector, wireless/wired microphones, podium, and wireless presentation remote. An installed desktop is usually provided by IT. If a space does not have an installed desktop computer, the user is required to bring their own or check one out from the Library. Each space is

unique and equipped differently. Depending on the needs of each event, a Production Services staff member will provide logistical support and training on the equipment. A Production Services staff member may be required to support the event. After hours rates may be charged.

4. Reductions of Rental Fees
 - A. Local and state governmental agencies, nonprofit organizations and Georgia College Faculty, Staff, and Students (for personal use) shall be considered eligible for the reduced rates detailed in the fee schedule (typically 20%). By IRS guidelines, Georgia College faculty/staff usage rates are limited to 20% discounts and are detailed in the fee schedule also. Certain facilities, such as the Old Governor's Mansion and Andalusia, do not allow discounts to faculty, staff, nonprofit organizations, or governmental agencies.
5. Waivers of Rental Fees
 - A. 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.
 - B. To be considered for a complete waiver of rental fees:
 - a. The purpose of the event must positively impact the university or broader community or be a fund-raising event for a charity.
 - b. 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.)
 - C. Following is the procedure for requesting a waiver of rental fees:
 - a. Before a waiver can be considered, a facility request form must be processed through the event scheduling system.
 - b. Requests to waive facility usage fees must be made to Facility Reservations in writing (e-mail requests are acceptable), stating the purpose for the event and the rationale for the rental fee waiver.
 - c. All requests will be reviewed, confirmed, or denied by the Associate Provost for Academic Affairs.
 - d. Even if rental fees are waived, event organizers must coordinate with the Facility Reservations 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.

VIII. Appeal of Denied Facility Requests

1. Appeal process:
 - a. An internal or external requester may appeal a decision made by the Facilities Reservation staff through written correspondence to the Associate Provost for Academic Affairs.
 - b. Upon receipt of the written correspondence, the Associate Provost will review the appeal.
 - i. The Associate Provost may request additional information from the requester and will discuss the matter fully with the Facilities Reservation staff.
 - c. The Associate Provost shall respond to the requester in writing within 5 business days of receipt of the appeal.

- i. If the Associate Provost is unavailable to review the appeal, it shall be forwarded to the Provost and Vice President for Academic Affairs for review and a decision.

IX. Other Use Requirements

1. **Food Services/Catering**
By contract, food and beverage service for all campus functions such as banquets, private parties, receptions, refreshment service, conferences, or other special events must be provided exclusively by Sodexo. For more information on the specifics of the catering contract, contact Auxiliary Services.
2. **Facility Use during Georgia College 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 facilities will not be available for events during periods in which the campus is closed. The only exception are events approved by the Associate Provost for Academic Affairs.
3. **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.**
4. **The License Agreement/Permit form must be completed and submitted at the time that the request is completed.**

X. Non-Compliance

Failure to comply with the requirements of this policy may result in disciplinary action up to and including termination or expulsion in accordance with relevant University policies and may result in prosecution in accordance with state and federal law.

Creation Date: April 2018
Revision Date: February 4, 2020
Last Reviewed Date: April 13, 2020
Next Review Date: January 2021
Responsible Department: Facility Reservations
Cabinet Approval Date: January 27, 2020
Effective Date: July 1, 2019