

Georgia College
Campus Fee Schedule

July 1, 2017 - June 30, 2018

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Facility Scheduling Policy

The Department of Facility Reservations 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. Requests for facilities can be made for internal, external, or co-sponsored activities. By policy, all requests for the use of university facilities for non-academic or non-credit activities must be submitted through R25, the university's event scheduling software, for processing.

The Facility Reservation Process

Facility requests should be made to the Department of Facility Reservations by using the R25 event scheduling system. Please do not email or phone the Facility Reservations staff or make requests directly to the building managers as this confuses the process and creates additional work. It is recommended that all requests be submitted to the Facility Reservations Office at least ten (10) business days prior to the date of the event.

Before submitting a request, it is recommended to view the university's R25 WebViewer which provides a real time display of all of the credit courses and non-academic events that have been scheduled into campus facilities. The R25 WebViewer allows access to the schedules showing which facilities may be available and helps determine if there are other events that might compete for audiences or campus support services. Then, to reserve campus facilities, complete the online Facility Request Form by clicking on the My Requests link at the top of the R25 WebViewer page.

When facility requests are received by the Facility Reservations Office, they are forwarded through R25 to the appropriate building manager for review and approval or denial. 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 three (3) business days for processing.

Service-related needs such as event technology, food, housing, moving, and/or security should be indicated on the R25 request. Facility Reservations will forward this information to the appropriate service offices to give them advanced notice of all of the needs. 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 ten business days.

In the event a requested facility is not available, Facility Reservations can assist in finding another appropriate location.

Please understand that facility requests are not deemed approved until an official confirmation from Facility Reservations has been provided via R25.

Priority Order for Reserving Facilities

Events are booked per the following space access priority order:

- Georgia College academic credit programs
- Georgia College programmatic functions (continuing education courses, camps, conferences, athletic events, student activities, etc.)
- Georgia College student organization activities
- Public service/governmental events
- Georgia College personal use events
- Non-Georgia College 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.

Facility Requests for Future Semesters in Academic Locations*

Academic classes are a priority at Georgia College. Requests to use classrooms and/or academic locations Monday through Friday for future semesters cannot be confirmed or denied until the academic class schedule has been set, as this policy protects classroom locations to ensure adequate spaces are available for course scheduling.

- Once the registration period for the future academic semester has ended, the facility reservations office will begin processing requests for any events beginning at 5 p.m. or later.
- Requests to reserve facilities between 8 a.m. and 5 p.m. will not be processed until after the drop/add period of the future semester.

All facility requests submitted for future semesters will be kept in queue until the above deadlines have passed. Once the calendar is finalized and the above deadlines have passed, all submitted requests will be processed in the order they were received. Unfortunately, this can create delays at the beginning of a semester, as there is typically a backlog of facility requests waiting to be confirmed or denied as soon as the academic calendar has been finalized.

**It is important to note that these policies only apply to academic locations in future semesters. Non-academic locations such as the Student Activities Center and Donahoo Lounge can be reserved for future semesters as these facilities do not house academic classes.*

Official University Events (Internal Requests for Facilities)

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, graduation, convocation, continuing education courses, athletic competitions and practices, intramurals, Department of Music events, Department of Theatre and Dance rehearsals and performances, etc. Activities that fall under this category are exempt from usage fees except for any catering, Public Safety, staff overtime, or special equipment-related costs.

Co-sponsorship of Events by Campus Departments and Student Organizations

A co-sponsored event is defined as 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. 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 and Allied Arts performances co-sponsored by the Georgia College 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 Georgia College 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 Georgia College 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 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 Vice President for Extended University who, along with the Vice President of Administrative Services & Campus Operations, will make a final determination.

Activities that fall under this category are exempt from usage fees except for any catering, Public Safety, staff overtime, or special equipment-related costs.

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

Requests for the use of Georgia College facilities from external groups or from internal groups wanting to use facilities for personal or non-Georgia College related reasons will pay the standard facility usage fees as found in the approved University Fee Schedule. These are programs and activities organized by individuals, groups, businesses, or organizations not included in the

organizational structure of the University. Examples include weddings, receptions, charity events, corporate meetings, seminars, conferences, social activities, etc.

All external requests for Georgia College facilities and related services will be made to the Facility Reservations Office.

Activities that fall in this category are responsible for full usage fees including facility rental, staff overtime, catering, Public Safety, or any other special event-related costs. Fees vary per room, building, and service, and charges can be found in the approved University Fee Schedule.

Internal University organizations are not permitted to negotiate the use of university facilities or services with external organizations except in coordination with Facility Reservations.

Fees and Services

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 cash or check to the Facility Reservations Office. Written receipts, facility confirmations from R25, 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.

Requests to cancel the use of a facility must be made 24 hours 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.

While official university and Georgia College-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.

- **Security**

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 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 hourly rate of \$45 per officer. For external events, these charges will be in addition to all applicable rental fees.

- **Support Services 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.

- **Supervisory Fees**

Hourly supervisory fees may be charged for use of facilities prior to and following the normal operating schedule. Rates are typically \$20 per hour for each building monitor/supervisor required to be onsite, but rates may be higher for other professionals required to be onsite. All supervisory fees will be detailed in the rental agreement.

- **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.

- **Event Technology, Media Equipment, and Logistics Support**

Event technology and media equipment including portable sound systems, DLP/LCD Projectors, and podiums are available through Production Services at prevailing usage rates. Many times, technicians are required to support the technology. After hours rates may be charged.

Reductions of Rental Fees

Local and state governmental agencies or nonprofit organizations 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, do not allow discounts to faculty, staff, nonprofit organizations, or governmental agencies.

Waivers of Rental Fees

Rental fees may be completely waived for local and state governmental agencies or Nonprofit 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:

- The purpose of the event must positively impact the university or broader community or be a fund-raising event for a charity.
- 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:

- Before a waiver can be considered, a facility request form must be processed through the R25 event scheduling system.
- Requests to waive event facilitation 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.
- All requests will be reviewed and approved/denied by the Associate Vice President for Extended University.
- Even if rental fees are waived, event organizers must meet 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.
- The Old Governor's Mansion is not available for fund-raising activities.

Insurance Requirements

Non-Georgia College 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 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 at (478) 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-Georgia College 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.

Centennial Center

Event facilitation service fees are based on a single event per day.

Classrooms

GC Faculty/Staff (Personal Use), Nonprofit and Government \$ 128

Non-GC \$ 160

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

Teaching Courts (East or West)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$ 400

Non-GC \$ 500

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

Mezzanines (NE-NW-SE-SW)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$ 64

Non-GC \$ 80

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

Arena Floor

GC Faculty/Staff (Personal Use), Nonprofit and Government \$2,720

Non-GC \$3,400

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

Entire Facility

GC Faculty/Staff (Personal Use), Nonprofit and Government \$3,840

Non-GC \$4,800

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

Technical Coordination with Lighting (Stage on the End of the Court)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$ 200

Non-GC \$ 250

Technical Coordination with Sound

(Setup Including No More Than Four Independent Channels of Audio)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$ 200

Non-GC \$ 250

(Setup Including Five or More Independent Channels of Audio)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$ 320

Non-GC \$ 400

**Technical Coordination with Projections (Stage on the End of the Court)
(Setup Including Playback of Basic Video/Power Point)**

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$ 320
Non-GC	\$ 400

**Technical Coordination with Full Production Package
(Setup Including Lighting, Sound, and Video Playback)**

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$ 720
Non-GC	\$ 900

Concessions

Concessions shall be provided at all institutional-sponsored events as deemed appropriate. Concession areas are operated through the GC Athletic Department.

Centennial Center Outdoor Pool

Fees are based on single event per day, with a three hour maximum.

Outdoor Pool Rental

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$ 96
Non-GC	\$ 120

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

In addition to the above fees, a lifeguard fee of \$14 per hour per guard is required. One lifeguard per 35 swimmers is recommended. The pool capacity is 105 persons.

Pool Passes

Current GC Faculty/Staff/Students and retirees with emeritus status	\$ 0
GC Alumni (Individuals who have earned degrees from GC)	
Individual Passes	\$ 65
Family Passes (immediate household members only)	\$ 90

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

Centennial Center Tennis Complex

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

Current GC students, staff, and faculty shall have recreational access to the tennis courts at no charge during those periods scheduled for student recreation. A current GC Bobcat Card is required.

GC 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 the use to include prevailing rates for supervision, clean-up, set-up, etc.

The entire Centennial Center segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Director of Facility Reservations.

Depot

Event facilitation service fees are based on a single event per day.

Classroom

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$72
Non-GC	\$90

Depot (Open Space)

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$480
Non-GC	\$600

The Depot segment of the Campus Fee Schedule shall be reviewed annually by the Director of Operations for Auxiliary Services.

Michael J. Peeler Athletic Complex

Event facilitation service fees are based on a single event per day.

Picnic Pavilion

GC Faculty/Staff (Personal Use), Nonprofit and Government \$ 96

Non-GC \$120

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

Intercollegiate Athletic Facilities

All use of the intercollegiate athletic facilities, which include Kurtz Field, the softball complex, soccer field, the Athletic office complex, the tennis courts, and the concession stand must be approved through Facility Reservations and by the GC Department of Athletics. There are no exceptions to this policy.

The West Campus segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Director of Facility Reservations and the Director of Athletics.

Russell Auditorium

Event facilitation service fees are based on a single event per day.

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

GC Faculty/Staff (Personal Use), Nonprofit and Government \$600

Non-GC \$750

Other Fees and Charges

All users of Russell Auditorium are required to have the technical coordinator and support provided by GC Production Services. The fees and charges for such services will be agreed upon at the time of rental. Rates for all productions can vary greatly, based on the amount of services needed, location of the services to be provided, and the equipment needed to support the event. A basic guide for rates follows, but depending on the services needed, location of services, amount of staff needed, and types of equipment, the rates may vary.

Technical Coordination with Lighting in Russell Auditorium

(No adjustment to Light Plot)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$128

Non-GC \$160

(Full adjustment to Light Plot)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$560

Non-GC \$700

Technical Coordination with Sound in Russell Auditorium

(Setup including less than ten channels of separately controlled audio)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$128

Non-GC \$160

(Setup including ten or more channels of separately controlled audio)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$360

Non-GC \$450

Technical Coordination with Projections in Russell Auditorium

(Multiple Video/Presentations)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$128

Non-GC \$160

Custodial Fees

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 agreed upon at the time of the rental request.

The Russell Auditorium segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Director of Production Services.

Chappell Hall

Event facilitation service fees are based on a single event per day.

Classrooms

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$ 72
Non-GC	\$ 90
(A refundable damage deposit of \$50 may be required.)	

Conference Rooms

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$ 40
Non-GC	\$ 50
(A refundable damage deposit of \$50 may be required.)	

Auditorium (Chappell Hall, Room 113)

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$120
Non-GC	\$150
(A refundable damage deposit of \$100 may be required.)	

The Chappell Hall segment of the Campus Fee Schedule shall be reviewed annually by the Executive Director of Extended University.

Maxwell Student Union

Event facilitation service fees are based on a single event per day.

University Banquet Room A or B

GC Faculty/Staff (Personal Use), Nonprofit and Government \$240

Non-GC \$300

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

University Banquet Room A and B (full facility)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$400

Non-GC \$500

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

Lounge

GC Faculty/Staff (Personal Use), Nonprofit and Government \$400

Non-GC \$500

(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.

The Maxwell Student Union segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Director of Facility Reservations.

Lake Laurel Lodge

Due to the presence of the outdoor education program and center at Lake Laurel, the Lodge availability is extremely limited. Contact Facility Reservations for more information.

Log Cabin

Access to this facility is very limited. Contact Facility Reservations for information.

Overnight Lodging

Not available due to facility being used for the outdoor education program.

Lake Laurel Grounds

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

Recreation Hours (for GC Students, Faculty, and Staff)

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

The Lake Laurel segment of the Campus Fee Schedule shall be reviewed annually by the Director of the Outdoor Education Center.

Arts & Sciences

Event facilitation service fees are based on a single event per day.

Auditorium (without multi-media equipment)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$216

Non-GC \$270

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

Auditorium (with multi-media equipment, including the public address system)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$360

Non-GC \$450

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

Lecture Rooms

GC Faculty/Staff (Personal Use), Nonprofit and Government \$152

Non-GC \$190

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

Classrooms

GC Faculty/Staff (Personal Use), Nonprofit and Government \$120

Non-GC \$150

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

Courtyard

	3 Hours	3 to 8 Hours
GC Faculty/Staff (Personal Use), Nonprofit and Government	\$ 80	\$160
Non-GC	\$100	\$200

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

Other Fees and Charges

Technical assistance is required for use of all Arts & Sciences 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. Fees and charges for these services will be agreed upon at the time of rental.

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.

Front Campus Grounds

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$240
Non-GC	\$300

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

The Front Campus segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Director of Facility Reservations.

Miller Dance Studio

Event facilitation service fees are based on a single event per day.

Dance Studio

GC Faculty/Staff (Personal Use), Nonprofit and Government \$200

Non-GC \$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 Assistant Director of Facility Reservations.

Kilpatrick Hall

Event facilitation service fees are based on a single event per day.

Peabody Auditorium

GC Faculty/Staff (Personal Use), Nonprofit and Government \$240

Non-GC \$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 the College of Education.

Porter Hall

Max Noah Recital Hall (four hours without use of house pianos or organ)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$152

Non-GC \$190

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

Max Noah Recital Hall (full day, without use of house pianos or organ)

GC Faculty/Staff (Personal Use), Nonprofit and Government \$288

Non-GC \$360

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

An approved house manager must be present at all non-Music departmental events. Sponsors should contact the office coordinator of the Department of Music at (478) 445-8289 for arrangements.

The Max Noah Recital Hall segment of the Campus Fee Schedule shall be reviewed annually by the Chair of the Music Department.

Residence Halls

Room Rates (per night, per person)

Single Occupancy	\$35.00
Double Occupancy	\$28.50

Reservations

Groups must submit, at time of reservation (no later than March 15th), an accurate number of participants, leaders, coaches, etc, who will be staying on campus. This projection will be used in reserving spaces and may be changed up to 21 days prior to check in.

Groups will be expected to complete a housing registration form providing information including the exact number of participants 21 days prior to arrival. The total number of participants may fluctuate within 10 people of the number provided.

Groups who do not submit rosters by the deadline may be charged an additional administrative fee. While University Housing will do its best to accommodate any requests or additions to the final roster, Housing does not guarantee an ability to accommodate all requests nor does Housing guarantee the ability to house additional participants.

Groups cancelling fewer than 21 days of the group's arrival risk being charged part or all of the Housing charge.

Groups are not guaranteed refunds for participants who arrive late or depart early.

Georgia College has seven residence halls which are used on a rotational basis for summer camps and conferences. Residence Halls are rotated to ensure that repairs and scheduled maintenance can take place. As a result, specific hall requests may not be available. If there are specific characteristics about a hall that are desirable, please share that information at the time of booking (i.e. elevators, large community space, large classroom space, etc).

Check-in/check-out procedures, group behavior, facilities and key information are included in your Conference Housing Registration Form. For more information or questions concerning University Housing please contact the following: University Housing, CBX 60, Milledgeville, GA 31061 or (478) 445-5160.

The Residence Hall segment of the Campus Fee Schedule shall be reviewed annually by the Executive Director of University Housing and the Associate Director of University Housing/Operations.

Old Governor's Mansion

Event facilitation service fees are based on a single event per day.

Old Governor's Mansion Weddings and Receptions

Lawn Wedding and Reception: \$1,200
(Includes the use of the Museum's Education Building)

Lawn Wedding without a Mansion Reception: \$ 875
(Includes the use of the Museum's Education Building)

Wedding Reception Only without a Mansion Wedding: \$ 600
(Excludes the use of the Museum's Education Building)

Old Governor's Mansion Rentals

Lawn \$ 600
Museum Education Building \$ 250

The Old Governor's Mansion segment of the Campus Fee Schedule shall be reviewed annually by the Director of the Old Governor's Mansion.

Sallie Ellis Davis Cultural Arts Center

Event facilitation service fees are based on a single event per day, with a three hour maximum usage.

Modern Classroom and Dining Facility

GC Faculty/Staff (Personal Use), Nonprofit and Government \$40

Non-GC \$50

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

Lawn

GC Faculty/Staff (Personal Use), Nonprofit and Government \$40

Non-GC \$50

The Sallie Ellis Davis Cultural Arts Center segment of the Campus Fee Schedule shall be reviewed annually by the Director of the Old Governor's Mansion.

Student Activity Center

There is no charge for room rentals for Recognized Student Organizations. Rates are for one-time use of facilities (six hours or less). 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)	
					Nonprofit	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	\$120	\$120	\$150
LARGE MEETING ROOMS	Maple A & B Combined - 60	No charge	No charge	\$240	\$240	\$300
BALLROOM	Magnolia Ballroom Seated - 320 Standing - 600	No charge	No charge	\$960	\$960	\$1200
LOUNGE AREAS	“The Den”	No charge but is not open to regular reservation	No charge but is not open to regular reservation	\$240, but is not open to regular reservation	\$240, 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	\$240, but is not open to regular reservation	\$240, but is not open to regular reservation	\$300, but is not open to regular reservation

The Student Activity Center segment of the Campus Fee Schedule shall be reviewed annually by the Director of Campus Life.

Georgia College Library

	Price for 3 hours use	Price for 3+ to 8 hours use
Conference Rooms		
Nonprofit and Government	\$120	\$200
GC Faculty/Staff (Personal Use)	\$120	\$200
Non-GC	\$150	\$250
Pat Peterson Museum Education Room		
Nonprofit and Government	\$160	\$280
GC Faculty/Staff (Personal Use)	\$160	\$280
Non-GC	\$200	\$350
Atrium		
Nonprofit and Government	\$160	\$280
GC Faculty/Staff (Personal Use)	\$160	\$280
Non-GC	\$200	\$350
Library Plaza (includes Courtyard and Patio)		
Nonprofit and Government	\$ 80	\$160
GC Staff/Faculty (Personal Use)	\$ 80	\$160
Non-GC	\$100	\$200

A deposit of \$250 per room may be required.

The Library segment of the Campus Fee Schedule shall be reviewed annually by the Library Director.

Center for Graduate and Professional Learning

Event facilitation service fees are based on a single event per day.

Classrooms

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$120
Non-GC	\$150

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

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

Conference Rooms

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$ 80
Non-GC	\$100

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

Computer Labs

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$200
Non-GC	\$250

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

Software not already provided in a lab must be installed by a Technical Support Specialist on staff at GC. 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 GC Technical Support Specialist may be hired at an additional fee.

Food Services

Catering of events is not provided by Georgia College. 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.

The Center for Graduate and Professional Learning segment of the Campus Fee Schedule shall be reviewed annually by the Operations Manager of the Center.

Black Box Theatre

Event facilitation service fees are based on a single event per day.

Theatre

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$360
Non-GC	\$450

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 Facility Reservations. 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. The fees and charges for the Student Technical Specialists (STS) and Student House Managers (SMS) will be detailed in the rental agreement.

The Black Box segment of the Campus Fee Schedule shall be reviewed annually by the Chair of the Department of Theatre and the Assistant Vice President for Auxiliary Services.

Wellness and Recreation Center

The Wellness and Recreation Center differs from the rest of the campus due to the bond documents. Therefore, no space within the WRC can be considered for personal use of any kind from any individual. Allowable reservations/rentals outside of the WRC operation hours will incur an additional staffing fee of \$10 per hour.

Space and Room Number	Capacity	Recognized Student Organizations	University Departments (work related)	Other Governmental Entities
Classroom (106)	Seated - 30 (desks) Standing 46	No Charge	No Charge	\$25/hour
Conference Room (102D)	Seated - 8	No Charge but not open for regular reservation.	No Charge but not open for regular reservation	\$25/hour but not open for regular reservation
Court 1 (101A)	Standing – 500 Recommended - 50	No Charge	\$25/hour	\$25/hour
Court 2 (101B)	Standing – 500 Recommended - 50	No Charge		\$25/hour
Multipurpose Court (103)	Capacity - 30	No Charge	\$20/hour	\$25/hour
Leisure Pool (105B)	Capacity - 27	\$10/hour/lifeguard	\$50/hour plus \$10/hr/lifeguard	\$25/hour plus \$10/hr/lifeguard
Recreation Pool (105A)	Capacity – 100 Recommended - 30	\$10/hour/lifeguard		\$150/hour plus \$10/hr/lifeguard
Spectator Seating	Seated - 150	\$10/hour but not open for regular reservation	\$10/hour but not open for regular reservation	\$10/hour but not open for regular reservation
Group Fitness Studio (209)	Standing – 159 Recommended - 30	No Charge but not open for regular reservation.	\$20/hour	\$25/hour

The Wellness and Recreation Center segment of the Campus Fee Schedule shall be reviewed annually by the Director of the Wellness and Recreation Department.

Camps and Conferences

Camp Fees

Camps sponsored by GC 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

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

***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	GC Sponsored Limited Support	Reporting to Board of Regents	\$ 0*
II	GC 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.

**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)

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 Assistant Director of Continuing Education.

Production Services

Staffing and Technical Coordination for Georgia College Events and Productions*

Events during normal business hours will be supported with existing staff at no charge. However, events occurring outside of normal business hours must be supported through other means. Charges for a technician to provide support and/or assistance will be \$35 per hour, per employee – with a four hour minimum per day.

Staffing and Technical Coordination for Campus Rentals and External Groups on Campus*

Charges for a technician to provide support and/or assistance will be \$35 per hour, per employee – with a four hour minimum per day. There are no Nonprofit, Government, or Employee discounts available, as this fee covers the required payroll.

** Note: Failure to coordinate and confirm staffing with Production Services 48 hours prior to the event will result in a \$100 Urgent Support Request Fee or possibly no support if the staff and/or resources are not available.*

Off-Campus Services

The below services and pricing include planning time, technical coordination, and staffing for each event. Equipment is not included, but may be rented at the appropriate and approved rental rates, pending availability.

Lighting Design

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$560
Non-GC	\$700

Sound Design/Engineering

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$560
Non-GC	\$700

Projection Design

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$320
Non-GC	\$400

Full Production: Includes Lighting Design, Sound Design, and Projection Design

GC Faculty/Staff (Personal Use), Nonprofit and Government	\$1200
Non-GC	\$1500

Off-campus rates are all inclusive of planning, coordination, design, and staffing inside Baldwin County. Out of county rates remain the same, but charges for mileage and drive time will be additional.

Equipment Rental

Sound systems, microphones, projectors, and other equipment are available at no charge for Georgia College students and employees in recognized university events and productions on University property. Equipment may be rented for personal use and off-campus use, as available. Georgia College productions will always have priority for equipment. However, if equipment is available, it may be rented from Georgia College at rates that are agreed upon in advance in an approved University Agreement.

Projection System Lamp Fee

Projection Systems should not be left on once an event has ended. Student groups, campus departments, and/or external groups are subject to a fee of \$100 for leaving a projector running once the event has ended.

The Production Services segment of the Campus Fee Schedule shall be reviewed annually by the Assistant Director of Production Services.

