

# EAST GEORGIA STATE COLLEGE

## Physical Education Facility Rental Agreement

Adopted by President's Cabinet 7/30/14

East Georgia State College endeavors to make campus facilities available for community usage as needed. In order to ensure that facilities are well maintained and that they continue to be an attractive asset to the communities we serve, the following fees for the usage of EGSC facilities were implemented effective July 1, 2012. These fees will be charged to any individual or outside group, organization, or enterprise whose programs are not sponsored by East Georgia State College or the East Georgia State College Foundation.

Institutional use of facilities takes precedence and has a higher priority than any outside usage of these facilities. Facility usage fees are determined based on the user organization's status, programming, targeted audience and whether revenues are generated from the event. In addition to facility usage fees, additional fees may be incurred by user, where applicable, for technical assistance, public safety, energy surcharge and damage, as noted below. Facility usage fees can be waived only by the President of the College or the Vice President for Business Affairs. Only the Facility Usage fee is eligible for waiver – all other fees are mandatory. When facility usage fees are waived all facilities policies remain in effect and must be followed. The Facilities Rental Agreement must be fully executed and the fee waiver must be noted in writing on the bottom of the form and signed by the Official authorizing the waiver.

**This form must be signed and deposit paid in full to complete the facility reservation.**

### Mandatory Fees

(1). General Facility Usage (Usage must be cancelled at least 48 hours in advance to be eligible for a refund).

The following usage fees apply:

- Gymnasium \$125 per hour or \$1000 per day (Includes usage of the Locker Rooms)
- Classrooms \$25 per hour or \$200 per day
- Playing Fields \$50 per day Maintenance Fee
- Tennis Courts (call for information)
- OTHER \_\_\_\_\_ / FEE \$ \_\_\_\_\_ per \_\_\_\_\_

(2) Refundable Maintenance (Clean-up) Fee \$250

Refundable Maintenance Fee (per event or rehearsal for event) in the amount of \$250 will be charged at the time the facility is reserved. This entire fee will be refunded if, in EGSC's Opinion, the facility used is cleaned by the user and returned to East Georgia State College in the same condition it was provided by. In the event the facility is not returned to EGSC in the same condition as provided to user, EGSC reserves the right to withhold such amounts as necessary to cover additional clean up costs and when necessary, to bill user for cleanup costs in excess of \$250.

### Additional Fees:

- Technical Support, Sound, Lighting: \$20 per hour per support person
- Energy Surcharge for after hours and weekend events: estimate provided prior to reservation
- Public Safety Personnel: \$15 per hour per Officer
- Damage/ Extra Maintenance: costs based on repair, replacement, labor costs, etc.

### Explanation of Additional Fees:

#### Technical Support for Sound/Lighting Needs

Events requiring the utilization and support of audio-visual, lighting, and/or computer equipment will subject the user to a fee for technical support in the amount of \$20 per hour per technical support person needed. Only EGSC personnel can provide this service to outside users; i.e. outside users are not permitted to operate the sound or lighting systems or any East Georgia State College equipment.

Energy Surcharge: Due to State budget constraints, facilities reserved outside said operating hours will be subject to an energy surcharge. All User Groups, except Group 1, College Activities, are subject to the surcharge. The surcharge is determined based on the space used and the duration, and calculated on the current utility rates at the time of the rental.

Public Safety Personnel: If the number of people expected for any event exceeds the number that can be managed by the on duty Public Safety personnel (one per 100 guests), then additional Public Safety personnel will be charged to user at \$15 per hour per officer. The number of people anticipated for an event must be declared at the time the facility is reserved.

Damage/Extra Maintenance: Any costs for damage to the facility are the responsibility of the user. Within 24 hours of facility usage, the Director of Plant Operations or his designee will inspect the condition of the facility. Fees assessed for

repair or replacement due to damage shall be determined by the VP of Business or his designee, and communicated to user within 3 business days. Costs for such will be deducted from the \$250 Refundable Maintenance fee, if available, and user billed for the balance, or full amount, as appropriate. If damage costs exceed \$250, or said fund has been otherwise exhausted, user agrees to remit balance to EGSC within seven (7) business days.

**General Rules**

1. Rental fees will be calculated based on the user's total number of hours of usage and include rehearsal of event, event set up, and actual event and any other pre and post event staging or clean up.
2. Storage of Set, Equipment, Etc. - Responsible Party understands that due to EGSC's prior and continuing facilities bookings, multiple group engagements will often occur simultaneously or immediately prior to or after this event. For this reason, no theatrical set, equipment, clothing, boxes or materials necessary for the event may be stored in the below room location(s). Any items left following an event will be disposed of.
3. Supervision of Visiting Party on EGSC Campus - Responsible Party understands that EGSC is a viable campus with college classes, meetings, workshops, local school visitations and community events and meetings occurring simultaneously in various locations. The Visiting Party shall have access only to the room location(s) noted below and a restroom facility located nearby. So as not to disturb campus activities, the Responsible Party signing below agrees to provide constant supervision of each member in his or her group while in the room location(s) for the dates and times noted below.
4. The College holds a first option to provide catering services for all on campus events. The College Café may be contacted at 478-289-2041 during normal business hours for menus, pricing and more detailed information. All catering arrangements are made directly with the Café.
5. Attached hereto are the **EGSC Facilities Usage and Scheduling Policy**. User acknowledges receipt of same and agrees to comply with all policies contained therein.

I, \_\_\_\_\_ have read and agree to the above terms, conditions and fee for rental of  
Agent for the event

For \_\_\_\_\_  
Room/Location \_\_\_\_\_ Event Name \_\_\_\_\_ Name of Group or Event \_\_\_\_\_  
on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Date/s \_\_\_\_\_ Begin Time \_\_\_\_\_ End time \_\_\_\_\_

Anticipated attendance is \_\_\_\_\_

Name of Business/Organization/School \_\_\_\_\_  
Fees Collected: \_\_\_\_\_ Usage Fee \_\_\_\_\_ \$250 Maintenance Fee \_\_\_\_\_ Other \_\_\_\_\_ Other \_\_\_\_\_

DATE: \_\_\_\_\_

Printed Name of Responsible Individual \_\_\_\_\_

Signature of Responsible Individual \_\_\_\_\_

Billing (Mailing) Address \_\_\_\_\_

FEI or SS# \_\_\_\_\_  
Collected By: \_\_\_\_\_

Usage fee waived by: \_\_\_\_\_

Any questions relating to this Facility Rental Policy should be directed to:  
Office of Event Planning, East Georgia State College 131 College Circle Swainsboro, Georgia 30401 \* 478-289-2367