

**East Georgia State College**  
**Sudie A. Fulford Community Learning Center**  
**Facilities Usage and Scheduling Policy**

Adopted by President's Cabinet 7-30-14

**Building Usage**

The Fulford Center is available for meetings, luncheons/banquets, workshops/seminars, Vision Series, and EGSC Foundation events. All activities held at the Fulford Center will comply with the policies of the Board of Regents and of East Georgia State College. Meetings and events to raise funds for private businesses, industries, or individuals are prohibited. Private pageants, family reunions, weddings, and wedding receptions are also denied usage. The college reserves the right to limit functions at any time and the Fulford Center cannot be committed to long-term agreements.

**Limitations**

- East Georgia State College is a tobacco free campus. The use of all tobacco products is prohibited in all EGSC facilities and common areas, with the exception of the campus parking lots. Effective October 1, 2014, EGSC 's tobacco free campus policy will be extended to prohibit tobacco products in campus parking lots.
- Fulford Center users are not allowed to place or affix decorations or other items to walls.
- The possession, consumption or furnishing of alcoholic beverages at the Fulford Center is prohibited except for external organizations or persons with express written consent from the President of East Georgia State College or his designee. If your organization has obtained such written permission, please see *EGSC Alcohol Beverage Policy* and *EGSC Alcoholic Beverage Service Agreement* at <http://www.ega.edu/policy/AlcoholicBeveragePolicy.pdf>.

**Use of Facilities by College Student Organizations**

Student organizations may use the Fulford Center without charge, subject to prior approval by Student Affairs and the Office of Event Planning.

**Facility Usage Fees**

Please see the *East Georgia State College Sudie A. Fulford Community Learning Center Rental Agreement* link at the EGSC website for details. This document must be completed and fees collected prior to the placement of any event on the campus facilities schedule. Campus hours are Monday through Friday 8:00 a.m. until 5:00 p.m.. Any event scheduled after business hours may incur additional fees as stated in the *East Georgia State College Sudie A. Fulford Community Learning Center Rental Agreement*.

**Food Services**

East Georgia State College operates the College Café and provides catering services to all users of any College facility. 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. If the College Café declines the user's catering offer, outside caterers may be contracted by the user. Outside caterers will not be permitted to use any campus facilities, equipment or small wares to prepare or provide their services.

**Facilities Scheduling**

All Fulford Center scheduling will be coordinated and maintained by the Fulford Center Director. Any requests to make a reservation should be made to the Director at 478.289.2464 to determine eligibility and availability. Cancellations or rescheduling of events may incur facilities charges unless the cancellation occurs at least 48 hours prior to the scheduled event.