

EAST GEORGIA STATE COLLEGE

Physical Education Facilities Rental Agreement

Adopted By President's Cabinet 9/25/12

East Georgia State College endeavors to make our campus facilities available for community usage as needed. In order to ensure that our facilities are well maintained and that they continue to be an attractive asset to the Swainsboro community, the following fees for the usage of the below 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 any of our 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 and the refundable maintenance fee, 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 Policy form 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 all fees paid in advance to complete your facility reservation.

Mandatory Fees:

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

Gymnasium \$125/hr or \$1000/day (Includes usage of the Locker Rooms)

Classrooms \$25/hr or \$200/day

Playing Fields \$50/day Maintenance Fee

Tennis Courts (call for information)

Other: _____ FEE \$ _____ per _____

(2) **Refundable Maintenance (Clean Up) Fee \$250**

All non-college sponsored users of the PE Complex must pay a refundable maintenance fee of \$250 per event scheduled in the PE Complex building at the time the facility is reserved. Failure to do so will result in cancellation of event. This entire fee will be refunded if, in EGSC's discretion, the facility used is cleaned by the user and returned to East Georgia State College in the same condition it was provided by EGSC. 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 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

Security Personnel: \$15 per hour

Damage/ Extra Maintenance: costs based on repair, replacement, labor costs, etc.

Explanation of Additional Fees:

Technical Support for Sound/Lighting/Computer/ Scoreboard Needs

Events requiring utilization and support of audio-visual, lighting, sound and/or computer equipment will subject the user to a fee for technical support in the amount of \$20/hr 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, any facilities reserved outside normal operating hours will be subject to an energy surcharge. The surcharge is determined based on hours of usage, simultaneous utilization of the facility by others, utility costs and operations staff required.

Security Personnel: If the number of people expected for any event exceeds the number that can be managed by the on duty security personnel, then additional security personnel will be charged to user at \$15 per hour. 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 Vice President for Business Affairs or his or her designee will inspect the condition of the facility. Fees assessed for repair or replacement due to damage shall be determined by the Director of Facilities or his or her-designee, and communicated to user within 3 business days. Costs for such will be deducted from the \$250 clean up 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. 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 the above 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.
3. Catering is available from the College Café. Please inquire as to whether your requested facility allows catering. All catering arrangements are made directly with the café by calling 478-289-2104.
4. Attached hereto are the EGSC Facilities Usage and Scheduling Policies. 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 Agent for event fee schedule for the rental of _____ for

Room/ Location Event Name _____

on _____ from _____ to _____
Date/s Begin Time End time

Anticipated attendance is _____

Name of Business/Organization/School FEIN or SS# _____

Fees Collected: _____ Usage Fee _____ \$250 Maintenance Fee _____ Other _____ Other

Collected by: _____

Printed Name of Responsible Individual DATE: _____

Signature of Responsible Individual

Billing (Mailing) Address

Usage fee waived by: _____

Any questions relating to this Facility Rental Policy should be directed to
Karen Curl, Facilities Coordinator, East Georgia State College
131 College Circle Swainsboro, Georgia 30401 * 478-289-2122