

## Facilities Usage, Scheduling Policies and Fees

Adopted by President's Cabinet 7/30/14

Revisions adopted by President's Cabinet 12/20/16

### Facility Usage

Facilities at East Georgia State College are available for meetings, banquets, seminars, workshops, camps, sports events, Vision Series, and EGSC Foundation events. Campus facilities available for usage include all campus buildings in Swainsboro and EGSC Statesboro, all green spaces, all parking areas, Ropes Course, disc golf course, cross country course, tennis courts and other playing fields. On campus lodging for participants in multi-day programs may be available on a limited basis during summer semester; please inquire with the EGSC Event Planner. All activities held on campus will comply with the laws of the State of Georgia, the policies of the Board of Regents, and of East Georgia State College. Institutional use of EGSC facilities takes precedence over and has a higher priority than any outside usage of these facilities. Within the institution, instructional needs take priority. Facilities cannot be committed for long-term agreements or future events that extend beyond the academic calendar available at the time of the reservation.

### Limitations on Facility Use

- Meetings or events to raise funds for private businesses, industries, or individuals, private pageants, family reunions, weddings and wedding receptions are denied usage of the campus facilities.
- East Georgia State College is a tobacco free campus. The use of all tobacco products is prohibited on campus. The possession, consumption or furnishing of alcoholic beverages on the East Georgia State College campus is prohibited except for external organizations or persons with express written permission from the President of East Georgia State College or his designee. The *EGSC Alcohol Beverage Policy and EGSC Alcoholic Beverage Service Agreement* contains specific guidelines and requirements for those granted the above written permission. <http://www.ega.edu/policy/AlcoholicBeveragePolicy.pdf>.
- The College reserves the right to limit functions at any time.

### Use of Facilities by College Student Organizations

Student organizations may use campus facilities without charge, subject to prior approval and placement on the college facilities events schedule. Student organizations must obtain prior approval from the Office of Student Life before placing any flyers etc. on campus.

### Facility Usage Fees

Facility usage fees are determined based on the user organization's status, programming, targeted audience and whether revenues are generated from the event. (See Exhibit 1 -Facility User Fees) 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.

In addition to facility usage fees, additional fees may be incurred by user, where applicable, for technical assistance, EGSC police, 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 License 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. The Facility License Agreement must be completed and deposit payable to East Georgia State College and collected by the Office of Event Planning prior to scheduling of any event on the Campus Master Calendar. Campus hours are Monday thru Friday 8AM to 5 PM. Any event scheduled after business hours may incur additional fees as noted in the Facility License Agreement.

### Mandatory Fees

(1). General Facility Usage (Cancellation must occur more than fifteen (15) days in advance to be eligible for a refund).

The following usage fees apply:

- Classrooms, Conference Rooms \$25 per hour per room
- Sudie A. Fulford Community Learning Center \$100 per hour or \$650 per day
- Auditorium and/or Stage area of Auditorium \$75 per hour or \$600 per day
- Ropes Course (per user fee/call for information)
- Gymnasium \$125 per hour or \$1000 per day (Includes usage of the Locker Rooms)
- Playing Fields \$50 per day Maintenance Fee
- Tennis Courts (call for information)

- Atrium at EGSC Statesboro \$50 per hour
- 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 which it was provided to user. 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
- EGSC Police Department Personnel: \$35 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.

EGSC Police Department Personnel: If the number of people expected for any event exceeds the number that can be managed by the on duty EGSC Police Department personnel (one per 100 guests), then additional EGSC Police Department personnel will be charged to user at \$35 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 Vice President of Business Affairs 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.

**Food Services**

East Georgia State College operates Dining Services 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. Dining Services may be contacted at 478-289-2134 or 478-289-2041 during normal business hours for menus, pricing and more detailed information. Dining Services should be should be booked at least two weeks in advance of the date of the Event(s). A deposit of 50% is required at the time of reservation and payment in full is required one week prior to the event date.

If Dining Services declines the user's catering offer, Dining Services will provide written notice to user, and upon receipt of the notice, user may contract with outside caterers. User must provide written notice of the name of outside caterer to Dining Services. Outside caterers will not be permitted to use any campus kitchen facilities, equipment or small wares to prepare or provide their services.

**Facilities Scheduling and Event Coordination**

All facilities scheduling, other than classroom instructional scheduling and the Studie A Fulford Community Learning Center scheduling, will be coordinated and maintained by the Office of Event Planning. Users of the Studie A. Fulford Center should contact the Fulford Center at 478-289-2464 to request the facility, coordinate the event and pay facility fees. All Studie A. Fulford Center events will be placed on the Campus Master Calendar, following the procedure set forth below. The Director of the Fulford Center will implement the terms of the Facilities License Agreement for all Fulford Center usage.

Any requests to add events or to make a reservation of facilities, cancel or reschedule an event must be forwarded to the Office of Event Planning. East Georgia State College employees may initiate a facility request, modify, reschedule or

cancel a request using the on-line scheduling system. ALL commitments of facilities by any faculty or staff member that have not been cleared through the Office of Event Planning will be subject to cancellation. External users may contact the Office of Event Planning for determination of eligibility and availability on the campus calendar. Cancellations or rescheduling of events may incur facilities charges unless the cancellation occurs at least fifteen (15) prior to the scheduled event. The Office of Event Planning will coordinate with the Office of the Vice President for Academic Affairs when scheduling events in academic spaces.

After scheduling the event on the Campus Master Calendar, the Office of Event Planning will coordinate with the director of the reserved facility, the user, and all necessary campus support offices to ensure that pre-event details are in order and that the scheduled event is monitored. The Office of Event Planning is responsible for implementing the terms of the facilities license agreements for all campus facilities except the Sudie A. Fulford Center.

**ARCHIVED**  
For an up-to-date copy, go to the policies and procedures page on the EGSC website.

## Exhibit 1 – Facility User Fees

Adopted by President's Cabinet 7-30-14

Adopted by President's Cabinet 12/20/16 as Exhibit I

### **Group 1: College Activities**

#### ***PRIORITY 1 Scheduling***

Clubs, organizations, departments and divisions of EGSC that serve the students, parents, staff and faculty of East Georgia State College.

Examples: Student clubs, athletic teams, intramural sports, Vision Series, EGSC Foundation

**Fees:** NONE

### **Group 2: College Partnerships/ Recruitment Source**

#### ***PRIORITY 2***

Examples: GYSTC, area High School organizations such as FBLA, GISA One Act Play Competition or Spring Literary Events; other **educational outreach** programs

**Fees:** NONE

### **Group 3: Governmental and Community Meetings**

#### ***PRIORITY 3***

Programs for students, community by non-profits

Examples include: Social Security Office, RESA, Board of Education

**Fees:** Deposit, No facility rental fee if 501c3 letter from IRS; subject to fees for after-hours support and energy surcharge

### **Group 4: Youth Athletic Leagues**

#### ***PRIORITY 4***

High School/Private School athletic practice, meets, tournaments (tennis, cross country, softball, baseball, basketball). If gate fees are charged, see below.

**Fees:** Deposit, Facility Rental fee and/or EGSC gets portion of gate fee, all other fees apply for events scheduled outside of normal operating hours

### **Group 5: Private Interest or Non-Government**

#### ***PRIORITY 5***

Citizens, groups, associations, clubs or other organizations who use the facility for profit or nonprofit.

Examples: Recreation, education, political, economic, artistic, or athletic

**Fees:** Deposit, Facility Rental, all other fees apply regardless of time scheduled.

APPROVED

For an up-to-date copy, go to the policies and procedures page on the EGSC website.