

# EAST GEORGIA STATE COLLEGE

## Campus 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 and Statesboro communities, the following fees for the usage of our 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, 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). The following usage fees apply:

- Classrooms, Conference Room \$25/hr.
- Auditorium and/or Stage area of Auditorium \$75/hr or \$600/day
- ÿ Ropes Course (per user fee/call for information)
- ÿ Atrium at EGSC Statesboro \$50 per hour
- ÿ 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 discretion, the facility used is cleaned by the user and returned to East Georgia State College in the same condition it was provided by East Georgia State College. 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
- 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 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 said operating hours, will be subject to an energy surcharge. The surcharge is determined based on hours of usage, whether simultaneous utilization of the facility by others exists, 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 Director of Facilities 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 VP of Business 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. NO FOOD OR DRINKS ARE ALLOWED IN THE AUDITORIUM OR STAGE AREA OF THE AUDITORIUM.
2. 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.
3. 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 rehearsal or performance of said play may be stored in the below room location(s). Any items left following a performance or event will be disposed of.

4. 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.

5. 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.

6. 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 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:  
Karen Curl, Facilities Coordinator East Georgia State College  
131 College Circle Swainsboro, Georgia 30401 \* 478-289-2122

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