

EAST GEORGIA COLLEGE
Sudie A. Fulford Community Learning Center 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 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. The facilities usage fee for the Fulford Center can only be waived by East Georgia State College's President or 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):

Sudie A. Fulford Community Learning Center \$100/hr or \$650/day

(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 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 (one per 75 people): \$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. East Georgia State College will determine, after consultation with the user prior to the event, the number of support persons 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, in buildings that are unused for academic purposes on the day requested by user, will be subject to an energy surcharge. The surcharge is determined based on hours of usage, 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 (one per 75 people) 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 Fulford Center Director, along with either the Director of Plant Operations or the Vice President for Business Affairs, will inspect the condition of the facility. Fees assessed for repair or replacement due to damage shall be determined 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 for Sudie A. Fulford Community Learning Center

1. Fulford Center scheduling is completed through the Fulford Center Director at 478-289-2464. Cancellations may incur facilities charges unless the cancellation occurs at least 48 hours prior to the scheduled event.
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. Catering is available from the College Café. Catering arrangements can be made directly with the College Café at 478-289-2041.
4. Attached hereto are the Sudie A Fulford Facilities Usage and Scheduling Policies. User acknowledges receipt of same and agrees to comply with all policies contained therein.
5. EGSC is a tobacco-free environment; smoking is not permitted in any part of the Fulford Center or on the outdoor deck.
6. All events must be over by 11 p.m. with clean-up completed within the hour.
7. Nothing shall be driven into, fastened on, or in any way placed in contact with the walls, ceilings, or other structural areas of the building.
8. The Fulford Center capacity for an event is 367 people.
9. Furniture is not to be dragged on carpeting and must be returned to its original location.
10. Abusive language and disruptive behavior affecting patrons of the Fulford Center or staff shall be reason to remove an individual or group from the building following appropriate and specific warnings.
11. No solicitations or private sales may take place in the Fulford Center.
12. All users of the Fulford Center shall be expected to share in the responsibility for its proper use, cleanliness, and care.

I, _____ have read and agree to the above terms, conditions and
 Agent for event

fee schedule for the rental of: _____ for
 Room

Location Name of Event _____
 on _____ from _____
 Date(s) Begin Time
 to _____
 End time

Anticipated attendance is _____
 Name of Business/Organization/School _____
 Fees Collected: _____ Usage Fee \$250 Maintenance Fee _____ Other _____
 Date: _____

Printed Name of Responsible Individual _____

Signature of Responsible Individual _____

Billing (Mailing) Address _____
 EI or SS#

Collected By: _____
 Usage fee waived by: _____

