



## **CONFERENCE CENTER**

# **Usage Policies, Rules and Regulations**

### Conference Center Locations:

Appalachian Campus  
100 Campus Drive, Jasper, Georgia 30143

North Metro Campus  
5198 Ross Road, Acworth, Georgia 30102

Paulding Campus  
400 Nathan Dean Blvd., Dallas, GA 30132

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## **GENERAL INFORMATION**

### **Mission**

Chattahoochee Technical College, a unit of the Technical College System of Georgia, is a public, multi-campus, two-year college that provides accessible, high quality technical, academic, and adult education and training that promotes the economic growth and development of North Central Georgia. The college successfully prepares individuals for employment and assists them in pursuing their educational, career and personal goals through a variety of learning opportunities that include associate degree, diploma, and certificate programs, as well as non-credit and public service offerings.

### **Vision**

Chattahoochee Technical College is committed to student-centered learning; acknowledged for its dedication to excellence and its quest for continued improvement; recognized for its proactive approach to quickly changing workforce development and technological trends and responsiveness to the diverse needs of its students, businesses and communities of the region it serves.

The mission of Chattahoochee Technical College's Community & Economic Development division is workforce and economic development to enable the citizens of Bartow, Cherokee, Cobb, Gilmer, Pickens and Paulding counties to develop necessary skills to further their career goals. Through business and industry support programs, the division aids in the creation and retention of jobs by supporting existing companies, entrepreneurs, and new companies coming to the area.

In keeping with the mission of the College and the Community & Economic Development Department, the College's conference centers primary use is for the furtherance of education, workforce development, economic development and cultural enrichment activities through regional and local conference activities, seminars and social events. The facilities will not be used for functions not related to the primary use criteria.

## **USAGE POLICIES, RULES AND REGULATIONS**

### **DEFINITIONS**

- "CTC" or "College" refers to Chattahoochee Technical College.
- "Center" means the Conference Center, a multipurpose facility and the adjacent grounds owned by Chattahoochee Technical College.
- "Coordinator" means the Coordinator of the Conference Center, employed by Chattahoochee Technical College, Community and Economic Development Dept.
- "Caterer" means any person, firm, or organization that sells or serves food or beverages to a Client in the Center.
- "Client" means any person, firm, or organization that makes use of the facilities of the Center.
- "Contract" means the licensing agreement made between the Client and the Center of Chattahoochee Technical College.
- "Student Groups" means any person, firm, or organization using the facility with participants under 18 years of age, or a student club/organization of CTC.

### **SCHEDULING USE OF THE CENTER**

All use of the meeting rooms require advance scheduling with the Center Coordinator. Reservations are made on a first-come, first-served basis, based on availability of space and compliance with the guidelines of this policy. In the case of scheduling conflicts, preference will be given to events best meeting the primary use criteria. Annual events or groups of 200 or more may be scheduled up to one year in advance.

The Center Coordinator or designee is available during regular business hours 8:00 a.m.-5:00 p.m., Monday through Friday to assist with reservation requests. Reservations are considered tentative until the Client's contract has been approved by the Center's Coordinator and the appropriate deposit on the reserved space has been received.

When Client's contractual agreement has been returned and an event has been approved, staff will contact you to confirm the details of your event. The Center staff will be in touch with you to discuss room setup, equipment needs, food and beverage needs, and any other special concerns that you may have. We encourage you to schedule a site visit to discuss your event in person.

While every attempt will be made to reserve the space you request for your program, we may be required to re-allocate space to make the best use of the facility. Information on session locations will be posted in the pre-function area/lobby. Additionally, your cooperation is requested in beginning and ending your program on time, and in conducting your program in a manner that is not disruptive to other groups.

## **RESTRICTIVE USE GUIDELINES**

- At no time shall a Client sublease or assign its reservation to another individual, group or organization.
- The Center Coordinator reserves the right to assign or re-assign meeting rooms or exhibit areas in order to accommodate the combined needs of customers. Considerable care will be given to insure comparable meeting space. If changes are necessary, customers will be consulted in advance of the change.
- Clients are permitted to use only the area(s) specified in the rental agreement during the specified rental times.
- When the Client does not use a portion of the building or equipment that has been booked with the Center Coordinator, the Client remains responsible for the rental charges on the portion not used.
- Client will not permit anything that could obstruct or interfere with entrances and exits, or the rights of other Clients.
- No pictures or other objects may be removed from walls.
- No large screens may be placed where they will block security cameras or hallway and door access.
- No large equipment may be brought in by the client without permission from the Coordinator. Floor displays are permitted in the Conference room but hallways and lobby must not be blocked.
- Equipment or items brought into buildings must be carried or transported on hand trucks or rolling carts. Dragging items across floors is not permitted.
- The Center and adjacent premises are under the sole control of Chattahoochee Technical College; they have the right to enter all rented rooms at any and all times during the contracted rental period.
- The Center has the option to schedule other events in the building simultaneously.
- Clients planning to utilize either live or recorded music in the Center must be authorized by the Center Coordinator and approved in writing on the written agreement. Musical groups must provide their own sound equipment.
- All entertainment groups will set-up and break-down during the occupancy period of the Client. The Client is responsible for damage to the Center by any band member or related party.
- Parking is available for guests at the Center. Very large events may require additional parking, which should be arranged in advance by the Client.
- CTC parking lots are available for rental at the discretion of the Center Coordinator. There is a cost involved in using the parking lot and no restroom access or custodial services are available. Clients are responsible for cleaning up trash from the parking lot at the conclusion of an event.
- When required, the number of security officers required for an event, as well as the hours they are to be on site for the event, shall be at the discretion of Chattahoochee Technical College.
- When required, the security officers will be contracted by the Center Coordinator, or designee, at the expense of the Client. Should the Client refuse to assume the costs of security, then the reservation is subject to cancellation.
- The certified officers may be required to be present at least 30 minutes prior to the event, during the entire event, and up to one (1) hour after conclusion of the event.

- Any Client who expects participants under the age of 18 years shall furnish the Center Coordinator with the names of all the adult supervisors prior to the beginning of the event.
- Additional services such as decoration, advanced set-up, design work, floral arrangements, etc., are to be contracted by the Client with an outside vendor. Your space rental hours must include any additional time that may be required by your service providers.
- The Center Coordinator reserves the right to reassign function rooms as needed to ensure maximum efficiency and guest service.
- On occasion, the CTC Facilities Manager may deem it necessary to perform maintenance or other activities which make it necessary to close or block certain rooms or buildings after events have been booked. If this affects the room or rooms you have rented, the Coordinator will advise you as soon as possible and every effort will be made to accommodate your needs or help you make other arrangements.
- IT Staff or tech support is **NOT** available on evenings and weekends. If you elect to use our audio/visual equipment, we will insure to the best of our ability that the equipment is in working order before your event, but it is recommended that you have someone available who can assist you in trouble-shooting should an issue come up.

#### **ADVANCED BOOKING REQUIREMENTS**

- Use of any space within the Center requires executing a written agreement. No verbal agreements for the use of the Center shall be valid.
- It is recommended that the Facility Rental Agreement be completed, signed and filed with the Center Coordinator at least 30 days prior to the scheduled event. This will insure availability and complete the space reservation. A deposit is required at the time the contract is submitted to hold the space. (See Deposits and Fees.)
- A temporary hold can be placed on the space desired for one week without a contract or deposit. However, the scheduled space may be released in the case that the Event Reservation Form is not signed and returned to the Center Coordinator with the appropriate deposit within one week of the initial reservation hold.
- Client groups are required to pay all fees at least two weeks prior to the event, unless otherwise approved by the Center Coordinator.

#### **CENTER AVAILABILITY**

The meeting rooms and public areas will be available for scheduled events and activities Monday through Saturday, during the hours of 7:30 a.m. to 11:00 p.m., with the exception of Chattahoochee Technical College holidays. Availability of preferred dates can be easily determined through the Center Coordinator.

#### **ADVERSE WEATHER**

If Chattahoochee Technical College is closed due to adverse weather, the Center will be closed as well and will notify clients accordingly. If Chattahoochee Technical College remains open, and conditions warrant, the President/Provost may decide to delay opening, close early or close operations entirely. CTC's weather information line is 770-528-4400.

#### **OCCUPANCY**

Occupancy periods up to four hours will be considered as 1/2 day; rental periods over four hours or more between the hours of 7:30a.m.and 5:00 p.m. is considered as a full day. Premium rates are applied from

6:00 p.m. until closing, and for weekend or holiday usage. If any usage extends into the evening period, the evening hourly rate will apply to the overage.

**CANCELLATION POLICY**

- All cancellations are required to be in writing and must be received during normal business hours prior to the event.
- In the event of unforeseen circumstances and cancellation occurs by either the facility or client, return of rental deposit will be given at the discretion of the Center Coordinator. The Center will not be held responsible for any other cost the client incurs should the event need to be canceled.
- Any Client canceling an event more than 30 days prior to the beginning of the event will be entitled to an 80% refund of deposit. Client is responsible for all non-recoverable expenses, such as contracted security, etc., if applicable. Please see the table below for a breakdown on cost recovery.

More than 30 days prior to event date	30 days – 14 days prior to event date	13 – 7 days prior to event date	Less than 7 days prior to event date	“No Show”
80% of deposit refunded	25% of deposit refunded	100% of deposit forfeited	Entire space rental fee forfeited	Entire space rental fee forfeited

**NONCONFORMING USE**

- Events not conforming to Chattahoochee Technical College’s mission and purpose, or any event that has been scheduled due to untrue or misleading information provided by the Client, shall be rejected or cancelled immediately. Any such rejection or cancellation shall be at the sole discretion of the Chattahoochee Technical Colleges’ Vice President of Community & Economic Development.
- Use of the building to accommodate childcare for daycare or nursery facilities will not be permitted.
- Client shall not obstruct any portion of the sidewalks, entries, halls, or ways of access to public utilities of the buildings.

**SMOKE/TOBACCO USE ON CAMPUS**

Chattahoochee Technical College adheres to the State of Georgia Policy concerning smoking in public buildings. No smoking or tobacco use is allowed inside any CTC facilities. Smoking and/or use of tobacco products is only allowed outdoors in designated areas.

**ALCOHOL USE (See Page 9)**

- If a Client is considering serving alcohol, the Client must obtain, complete, and submit for approval the following Department of Technical and Adult Education documents providing the regulations and guidelines concerning the use of alcohol: Use of Alcohol, Use of Alcoholic Beverages on Campus, and the official Request for Approval to Serve Alcoholic Beverages and Agreement Form.
- Use of alcoholic beverages on Chattahoochee Technical College property shall be limited to the Center. It shall be in strict compliance with all federal, state and local laws, and at the discretion of the Chattahoochee Technical College President.
- Client shall not allow any person to exit the Center with an open container of an alcoholic beverage.
- No cash bar is allowed.
- Hours of service are limited to 2 hours.

**AMERICAN DISABILITIES ACT**

The facility is fully accessible to people with disabilities and in compliance with ADA regulations. If special services are required, please contact the Center Coordinator prior to the event.

## **LIABILITY**

The Center does not assume responsibility for personal property and equipment. Liability for damage to the premises will be charged accordingly.

## **INSURANCE**

- Client agrees to indemnify and hold harmless Chattahoochee Technical College, its officers, agents, and employees, from and against any and all claims, losses, damages, causes of action, suits or liability of every kind, attorney's fees, for injury to or death of any person, or for damages to any property, arising out of or in connection with the use of the premises by the Center, its agents, representatives, assigns, invitees, and participants under this contract. Such indemnity shall apply where claims, losses, damages, cause of actions, suits or liability arise in whole or in part from the negligence of Chattahoochee Technical College.
- Client assumes full responsibility for the character, acts, or conduct of the Client, its agents, employees, or other representatives admitted to the premises or to any portion of the premises for the purpose of their event.

## **PERSONAL PROPERTY**

- Tables, chairs, and certain other personal property owned by Chattahoochee Technical College are available to the Client at the Education Center upon payment of the necessary fees.
- Tables, chairs, and other personal property owned by Chattahoochee Technical College are not available for off-premise use.
- Various table and chair placement patterns are available. Client is responsible for notifying the Center Coordinator or designee of the room set-up desired at least two weeks (2) prior to the event. After the set-up is physically completed, each set-up change is a \$50.00 fee.
- Chattahoochee Technical College is not responsible for any property provided by the Client, or the Client's contractors.
- Client's property, owned or rented, must be removed from the premises immediately after each event unless prior paid storage arrangements have been made. A penalty storage fee will be charged if equipment is left after the group exit time indicated on the signed contract.
- No equipment may be brought in by the Client without permission of the Center Coordinator.
- Only Center personnel or authorized individuals shall be permitted to set-up, break-down, or rearrange Center-owned furniture and equipment.
- The Client shall be responsible for all damages to the Center property during the time of the Client's use.
- Vehicles can park on the rear ramp for loading and unloading ONLY. Vehicles or obstructions must be removed 30 minutes prior to the beginning of an event, as the ramp serves as additional handicapped access, as well as an emergency entrance to the building.
- Parking on the grass is not permitted.

## **CONCESSIONS**

- Chattahoochee Technical College reserves the sole and exclusive right to regulate the sale of any beverage, food, souvenir or other merchandise on the Center premises.
- Concession rights may be granted in the written agreement with the Client.



## **CATERING**

- The length of time required by a caterer to set up or break down for an event must be accounted for within the occupancy period reserved by the Client.
- Center Clients may select a caterer of their choice from the list of Approved Caterers (supplied by the Center Coordinator). Should the Client choose a caterer not included on this list, the Client is responsible for making certain their caterer of choice completes and submits Chattahoochee Technical College's catering application no later than 30 days prior to the event. This is to insure the caterers have the appropriate insurance, state mandated food service license(s) and meet the Center's catering requirements. Failure to comply with this requirement may result in the cancellation of the event.
- NO RED drinks are allowed.
- If a food or beverage spill has occurred that is not easily removed, Client should seek the assistance of the Center Coordinator or designee immediately.
- Caterers are responsible for placing all kitchen garbage in plastic bags and placed in the outside receptacle/dumpster, spills cleaned up and the kitchen equipment, tables and chairs wiped clean.
- There is a \$250.00 fee for failure to perform the above, and for any extraordinary cleanup required by the Center.

## **DECORATING GUIDELINES**

- The length of time required by a Client, or their contractors, to set up or break down for an event must be accounted for within the occupancy period reserved by the Client.
- Coordinator must approve any adhesive used to secure any decorations to the walls. Velcro may be used on the Center's fabric covered walls, if applicable. The use of nails, staples, tacks, duct tape and scotch tape is not permitted.
- Only flame contained in votive candleholders is permitted.
- Decorations attached to the ceiling must be pre-approved and are at the discretion of the Center Coordinator.
- Attaching decorations to the fire sprinkler heads is not permitted.
- All of the Client's equipment and decorations must be removed at the conclusion of the event. Otherwise, the Client is subject to a \$250.00 extraordinary clean-up fee, and possibly storage and removal fees, if applicable.
- Rice and bird seed are subject to prior approval and automatically require the extra clean-up security fee. Throwing of rice and/or birdseed is restricted to the exterior of the building.
- Use of loose glitter and/or confetti of any type is not allowed in either the interior or exterior of the Center.
- Please note that the Center does not own or supply table linens or place settings (plates, cups, knives, forks, spoons, napkins, etc.). These items should be arranged through the caterer or a rental company.
- Client shall not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside on any part of the building, without prior approval of the Center Coordinator. Absolutely NO political ads may be posted on College property.

### **CLEAN- UP**

- Clients and caterers are responsible for placing all garbage in plastic bags and in the outside receptacle/dumpster, cleaning up spills and tables and chairs wiped clean.
- A flat fee of \$250.00 will be assessed to the Client and/or caterer for any extraordinary clean-up required by Chattahoochee Technical College personnel.

### **PENALTIES**

- The applicable hourly rate will be added to ANY unstipulated occupancy time (as per written agreement) accrued through early arrival or late departure. Any time over a half hour (30 minutes) shall constitute as a whole hour.
- In the event that any or all of the leased portions of the Center are not vacated by the Client on the date or time named, Chattahoochee Technical College is authorized to remove, at expense to the Client, all goods, wares, merchandise or other property which remains on the premises.
- Clients indemnify Chattahoochee Technical College and personnel for any expenses which may be incurred for the removal or storage of the Clients property.

### **APPEAL PROCESS**

All questions and concerns regarding policies or regulations can be presented for review. To be formally considered, policy review requests are to be submitted through the Center Coordinator for consideration by the Vice President of Community & Economic Development.

### **DEPOSITS**

- A 50% deposit is required to secure a space reservation, 20% of which is non-refundable.
- Social events require a \$250.00 cleaning and damage security fee, in addition to the 50% space deposit. The security fee is retained to cover any potential damages or extraordinary clean-up that may be required by the Center. If no damages are assessed or extraordinary clean-up is required, the fee, or un-used portion of the fee, will be refunded.
- For a reservation made less than 30 days prior to event date, 100% of rental rate is required to hold space.

### **FEES**

- All fees for use of the Center and its facilities are set by Chattahoochee Technical College and are subject to change without notice from time to time. In the event of an increase in fees, all Reservation forms fully executed prior to the adoption of such increases will be honored.
- All fees must be paid at least two weeks prior to the event, unless otherwise approved by the Center Coordinator.
- A tentative reservation will be held for a maximum of one week without a deposit. Then, the deposit must be paid in order to confirm the space.
- Client groups may lease additional space for overnight storage of equipment at the time of original booking.
- Meeting rooms must be vacated promptly on schedule or an additional hourly rental charge will be assessed. If the meeting is extended over 30 minutes beyond the scheduled ending, an additional hour will be charged.

- Additional audiovisual equipment that is not included as standard equipment in meeting rooms, such as LCD projectors, flip charts, overhead projectors, laptops, CD/DVD players, etc. can be reserved through the Center Coordinator.

**Space rental fee includes the following:**

- Use of a primary meeting room with desired set-up
- In-room registration and/or refreshment break space
- Standard meeting room equipment (lectern, flip chart/white board, and markers)
- Standard audiovisual equipment (microphone, LCD projector)
- Parking

**Additional fee services\*:**

- Select audio visual equipment
- Staging and backdrop
- Security officers (when required)
- Refreshment break service
- Business Center supplies and services
- Additional parking

*\* The Education Center Coordinator will prepare a packaged price quote for your convenience.*

**ANNUAL REVIEW**

These policies will be reviewed annually.

## **USE OF ALCOHOLIC BEVERAGES ON CAMPUS**

### **INTRODUCTION**

The service and consumption of alcoholic beverages is strictly regulated by law. All persons coming onto the campus of any facility owned or operated by the Department of Technical and Adult Education or any of its technical colleges must comply with these laws. Noncompliance may subject the Department, the technical college or their employees to legal liability. In order to ensure against violations of the law, the possession, service and consumption of alcoholic beverages on campus will be strictly regulated and subject to the Department's policy and procedure described below.

### **TYPE OF EVENT**

The service of alcoholic beverages is limited to those events that serve a business, economic development, civic, social or educational purpose. Alcoholic beverages may not be served at any student-sponsored event.

### **EVENT SPONSOR REQUIRED**

Every event at which alcoholic beverages will be served must have a designated sponsor. The sponsor may be either an individual who is at least twenty-one years of age or an organization or association. The sponsor may not be the Department, the Technical College or their employee(s).

### **EVENT SUPERVISOR REQUIRED**

The sponsor must designate an individual who is at least twenty-one years of age to assume responsibility on behalf of the sponsor for direct supervision of the serving and consumption of alcoholic beverages throughout the event. The "event supervisor" is responsible for ensuring compliance with the Procedure for Use of Alcoholic Beverages on Campus and all pertinent state and local laws governing possession and consumption of alcoholic beverages. The supervisor is also responsible for executing and submitting to the Technical College President a "Request for Approval to Serve Alcoholic Beverages and Agreement," on behalf of the sponsor, at least five (5) working days prior to the event. Approval will be granted only if the President is satisfied that the requirements of this policy and the law have been met. The Sponsor is ultimately responsible for any failure of its designated supervisor to ensure compliance with the Policy and Procedure for the Use of Alcoholic Beverages on Campus or with the state and local laws and must agree to indemnify the Technical College for any losses resulting from noncompliance.

### **ADVERTISEMENT**

There shall be no advertisement in the media or otherwise that alcoholic beverages may be served at a Technical College.

### **PLACES WHERE ALCOHOL MAY BE SERVED - REQUEST FOR WAIVER**

Serving and consumption of alcoholic beverages on campus are permitted only in the conference center.

Anyone seeking permission to serve alcohol in a place on campus other than those listed above must request a waiver from the President. The request must be made in writing and must detail the reasons why none of the approved locations are suitable. The request must also detail the procedure and safeguards that will be implemented to insure that educational operations are not disrupted and that minors will not be served alcoholic beverages. The decision to grant or deny the request is at the complete discretion of the President.

### **SALE OF ALCOHOL PROHIBITED**

The sale of alcoholic beverages is prohibited at any event on campus. "Sale" means any transfer, trade, exchange or barter, in any manner or by any means, for consideration, including, but not limited to, required fees or the purchase of tickets for admission to an event at which alcoholic beverages will be served. Donations may not be required or solicited on campus in connection with the service of alcohol.

### **SERVICE OF ALCOHOL**

Consumption of alcoholic beverages is limited to persons twenty-one years of age or older. No one under the age of twenty-one will be served alcoholic beverages. Students and staff of the Technical College shall not be involved in serving alcoholic beverages.

### **FOOD AND NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE**

Alternate non-alcoholic beverages and food must also be provided at any event at which alcoholic beverages are served.

### **ATTENDANCE LIMITED TO INVITED GUESTS**

Events at which alcoholic beverages are served will be closed to all persons not specifically invited.

### **ALCOHOL MUST REMAIN IN DESIGNATED SPACE**

Alcoholic beverages may not be carried or consumed outside rooms or areas designated for an approved event. Secure storage must be arranged in the event that alcoholic beverages must be stored either preceding or following the event where alcohol is served.

### **INTOXICATED PERSONS MAY NOT BE SERVED**

Intoxicated persons will not be served or permitted to consume alcoholic beverages on the premises.

### **TIME OF SERVICE LIMITED**

Times that alcoholic beverages will be served during the event may *not exceed a total of two (2) hours*.

### **ADDITIONAL PRECAUTIONS MAY BE REQUIRED**

The Department and President reserve the right to require additional precautions such as the use of trained persons to dispense alcoholic beverages and greater limitations on time of service. Also, discretion will be given to such trained person dispensing alcoholic beverages to refuse service to anyone who appears intoxicated.

### **USE OF STATE OR FEDERAL FUNDS PROHIBITED**

Neither State nor Federal funds may be used for the purchase of alcoholic beverages served on campus.

### **OTHER PERMISSION MAY BE REQUIRED**

The approval granted under this policy will be in addition to any other approval needed to use campus facilities. Persons wishing to use a facility should consult with the President or his designee for additional instructions, if any, prior to submitting a Request for Approval to Serve Alcoholic Beverages and Agreement to the President.

### **USE OF ALCOHOL**

- The use of alcoholic beverages on Technical College campuses shall be in strict compliance with all federal, state and local laws.
- Under state law alcoholic beverages may be served at a Technical College that has a business/conference center capable of accommodating 200 people or more incident to its operation. (O.C.G.A. §3-8-6)
- The serving of alcoholic beverages shall be limited to those occasions which serve a business, economic development, civic, social or educational purpose.
- Alcoholic beverages may not be served at any student-sponsored function or event.
- The serving of alcoholic beverages shall always be sponsored by an outside entity and shall not be sponsored by the Technical College.

- An Agreement shall be signed by any third party wishing to serve alcoholic beverages on campus setting forth the requirements for the service of such alcoholic beverages and the President shall sign this Agreement indicating his or her approval of the service of alcohol at this particular function.
- Alcoholic beverages shall not be sold. There shall be no exchange of money involved with the serving of alcohol at a Technical College and no cash bar.
- Students and staff of the Technical College shall not be involved with the purchase or service of alcoholic beverages.
- An experienced or professional bartender with a valid alcohol license, if applicable, shall be retained by the event sponsor to serve alcoholic beverages.
- If the event is open to anyone under the age of 21, then a sign at the bar shall indicate that no alcoholic beverages will be served to anyone under 21 years of age.
- The hours with which alcoholic beverages may be served shall be limited to two hours.
- Anytime alcoholic beverages are served, non-alcoholic beverages must also be served. Also, appetizers should be provided, unless all guests will be having a meal immediately following the service of alcoholic beverages.
- There shall be no advertisement that alcoholic beverages may be served at a Technical College.

#### **ROLE OF THE PRESIDENT**

All final decisions regarding the service of alcoholic beverages on campus shall rest with the President of the Technical College. These decisions shall be made on a case by case basis, as appropriate.

- 1) The President may, in the exercise of his or her discretion, always decline to allow the serving of alcoholic beverages at a Technical College.
- 2) The Technical College must comply with all local laws and ordinances, if applicable, concerning the service of alcoholic beverages. The President of the Technical College is required to research this matter before alcoholic beverages may be served. Furthermore, the President shall have copies of all such laws and ordinances on file and available for consultation.
- 3) The President will make sure that there is secure storage available for the storage of alcoholic beverages in the event that such storage is necessary preceding or following the event where alcohol is served.
- 4) A President may require additional security or safeguards whenever alcohol is served at a Technical College.
- 5) The President shall in writing identify those locations on a Technical College campus where alcoholic beverages may be served.

#### **USE OF PUBLIC FUNDS PROHIBITED**

A Technical College shall not purchase alcohol. No State-appropriated or Federal funds may be used to purchase alcohol for service at a Technical College.

**REQUEST FOR APPROVAL TO SERVE ALCOHOLIC BEVERAGES AND AGREEMENT**

Sponsor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone (with area code): \_\_\_\_\_

Designated Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Is the Supervisor an individual who is at least 21 years old? Yes No

Date of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Times that alcoholic beverages will be served during the event (may not exceed a total of two hours):

Beginning time: \_\_\_\_\_ End time: \_\_\_\_\_

Location: \_\_\_\_\_

Has permission to use the facility been granted? Yes No

Type of Event: \_\_\_\_\_

Will any person under age 21 be solicited or invited to attend? Yes No

If the answer is yes, describe the precautions that will be taken to ensure that persons under 21 years of age are not served alcoholic beverages. Precautions must include a sign indicating that no alcoholic beverages will be served to anyone less than 21 years of age and that ID will be required

\_\_\_\_\_

\_\_\_\_\_

What is the source of funds for the purchase of alcoholic beverages? This may not be state funds or proceeds from admission fees or tickets or other charges to attendees. \_\_\_\_\_

\_\_\_\_\_

What alternate nonalcoholic beverages and food will be offered at the event? \_\_\_\_\_

\_\_\_\_\_

What type of alcoholic beverages will be served? \_\_\_\_\_

**BEER/WINE/FORTIFIED WINE/MIXED BEVERAGES**  
**TERMS AND CONDITIONS OF APPROVAL**

In consideration of approval to hold the event at the requested location and to serve alcoholic beverages, I agree on behalf of the Sponsor to the following terms and conditions:

1. That the serving of alcoholic beverages at this event will be conducted as described in this Request for Approval and in compliance with DTAE's Policy and Procedure for Consumption and Serving of Alcoholic Beverages on the Campus, a copy of which is attached and made a part of this Agreement, and will be conducted in the compliance with state and local law.
  
2. That Sponsor agrees to indemnify and hold harmless, the State of Georgia, the Department of Technical and Adult Education and Chattahoochee Technical College and their employees for any and all losses, including legal fees, resulting from the use of alcoholic beverages at the sponsored event.

Supervisor (Printed Name): \_\_\_\_\_

Title/Capacity: \_\_\_\_\_

Supervisor (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

.....

Approved

Not Approved

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Dr. Ron Newcomb, President  
Chattahoochee Technical College

\_\_\_\_\_  
Date