



Facility Rentals

Usage Policies, Rules and Regulations

Chattahoochee Technical College Mission & Vision Statements

Chattahoochee Technical College, a Unit of the Technical College System of Georgia, is a point of access

- for individuals, business and industry, and communities
- to programs which are occupational or transferable
- to associate degrees, diplomas, certificates, non-credit courses, and adult education
- through traditional campuses and online means
- in an environment supportive of learning, teaching, retention, and graduation

The vision of Chattahoochee Technical College is to be embraced by its communities as they would traditionally embrace a two-year college, including a positive reputation, a range of offerings that match community expectations, a robust access to successful outcomes, and a Golden Rule culture.

RESERVATIONS

All use of CTC facilities requires advance scheduling with the Coordinator. Reservations are made on a first-come, first-served basis, based on availability of space and compliance with the guidelines of this policy. Chattahoochee Technical College's facilities are available for community and civic functions which promote the interests of the College and foster the image of the College in the community.

Individuals requesting reservations must be at least 21 years of age. Annual events or groups of 200 or more may be scheduled up to one year in advance. In the case of scheduling conflicts, preference will be given to events best meeting the primary use criteria.

Classroom availability is contingent upon the Academic schedule. Chattahoochee Technical College reserves the right to limit the types of organizations that use our facilities and generally is not available to groups whose events are in direct competition with CTC training services.

Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, or citizenship status (except in those special circumstances permitted or mandated by law).

Reservations are considered tentative until the client's agreement has been approved and the appropriate deposit on the reserved space has been received.

When the agreement has been returned and an event has been approved, staff will contact the client to confirm the details of the event. The Center staff will be in touch to discuss room setup, equipment needs, and any other special concerns. We encourage you to schedule a site visit to discuss your event in person.

After the event has been scheduled and confirmation documents have been sent, changes to the reservation will be permitted based upon availability of space. However, a **\$25** change fee will be assessed.

GENERAL INFORMATION

- 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 ensure 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, the client remains responsible for the rental charges on the portion not used.
- Proper etiquette and behavior is expected by all individuals participating in the event. It is expected that events be conducted in a manner which is not disruptive to other groups or classes.
- Facility access is limited to building entrances, requested rooms, restrooms, and lobby/common areas (if applicable).
- Propping outside doors open is allowed in loading/unloading areas *only* and may be done *only* for the duration of the loading or unloading process. No other outside doors may be propped open at any time.
- Client will not permit anything that could obstruct or interfere with entrances and exits, or the rights of others.
- No pictures or other objects may be removed from walls.
- No furniture may be moved in lobby or common areas of buildings.
- Tables and chairs from the conference center may not be taken outdoors.
- Check-in or registration tables are permitted in lobby/hallways but may not obstruct walking areas.

- No large screens, fabric panels, or other large objects 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 rooms, 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; CTC staff have the right to enter all rented rooms at any and all times during the 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/DJs must provide their own sound equipment. No bands or other entertainment which could disrupt classes will be allowed during normal school operating hours.
- 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.
- Pets are not allowed inside buildings without the approval of the Coordinator, with the exception of designated service animals. Coordinator should be notified if a designated service animal is in the building.
- Additional services such as decoration, advanced set-up, design work, 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.
- On occasion, CTC 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.
- CTC reserves the right to deny use of facilities based upon unsatisfactory findings.
- CTC reserves the right to suspend any activity that is deemed inappropriate and will contact law enforcement in the event of illegal activity.

FACILITY RENTAL USER'S AGREEMENT

- Use of any space within the Center requires executing a written agreement. No promises, quotations, verbal guarantees – expressed or implied - will be honored unless they are part of a written agreement.
- It is recommended that the 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 agreement is submitted to hold the space, unless prior arrangements have been made with the Coordinator. (See Deposits, Fees, and Payments.)
- A temporary hold can be placed on the space desired for one week without an agreement or deposit. However, the scheduled space may be released in the case that the agreement is not signed and returned to the 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 arranged.

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 and other times the college is closed. Availability of preferred dates can easily be determined through the Coordinator. Friday evening, Saturday, or other hours outside normal operating hours must be pre-approved at least two weeks before the event, and will require extra fees to cover the cost of Public Safety opening and closing the building.

BUILDING ACCESS

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 for weekend usage.

Requested event hours should include time to set up before your event, and clean up and break down your event, including time needed for caterers and other vendors and entertainers. HVAC and CTC staff are scheduled based on the agreed-upon times. Please do not wait until immediately before or the day of an event to request earlier or later access. Any change in times, whether earlier or later, should be requested at least one week before the event. Time changes requested less than a week before the event will be considered on a case-by-case basis. Additional charges may apply.

Unless prior arrangements have been made with the Coordinator, events that have not vacated the facility by the ending time indicated in the written agreement will be charged **\$50** per half-hour for the extra time.

CANCELLATION POLICY

All cancellations are required to be in writing (email, fax, or mailed request, no phone cancellations accepted) and must be received during normal business hours prior to the event. The cancellation must be made by the person who booked the event.

In the event of unforeseen circumstances and cancellation occurs by the facility, rental deposit is 100% refundable. If canceled by the client, return of rental deposit will be given at the discretion of Chattahoochee Technical College. The Center will not be held responsible for any other cost the client incurs should the event need to be canceled by either the Center or the Client. Any Client canceling an event more than 30 days prior to the beginning of the event will be entitled to a 100% refund of deposit. Client is responsible for all non-recoverable expenses, if applicable.

INCLEMENT WEATHER /COLLEGE CLOSURE

If Chattahoochee Technical College is closed due to inclement weather or other reasons, the Center will be closed as well and will notify clients accordingly. If Chattahoochee Technical College remains open and conditions warrant, the College President or other Executive Leadership staff may decide to delay opening or close early. If your event is in session and a CTC staff member advises that the college is closing, your cooperation is expected in notifying your attendees and ending your event. Every effort will be made to accommodate your re-scheduling needs. CTC will not be held responsible for any cost the client incurs should the event need to be canceled due to adverse weather or other reasons.

NONCONFORMING USE

Events not conforming to Chattahoochee Technical College's mission, or any event that has been scheduled due to untrue or misleading information provided by the client, shall be rejected or canceled immediately. Any such rejection or cancellation shall be at the sole discretion of Chattahoochee Technical College's Vice President of Facilities.

Use of the building to accommodate childcare for daycare or nursery facilities will not be permitted.

No pop-up shops, kiosks, or other entrepreneurial-type endeavors are allowed on college property unless they are part of a larger, single event that includes vendors or they are sponsored directly by CTC.

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. Some campuses are entirely smoke-free, including outdoor areas. Please consult your Center Coordinator on the smoking policy for that particular campus.

WEAPONS:

Chattahoochee Technical College complies with the State of Georgia "Campus Carry" law effective July 1, 2017. Please refer to **OGCA 16-11-127.1**. or request a copy of the guidelines from the Coordinator.

ALCOHOL USE (See also TCSG Alcohol Guidelines)

- If a Client is considering serving alcohol, the Client must obtain, complete, and submit for approval the following Technical College System of Georgia 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. Alcohol is limited to beer and wine only (kegs are not permitted).
- Hours of service are limited to 2 hours.

AMERICANS WITH DISABILITIES ACT

The facilities are fully accessible to people with disabilities and in compliance with ADA regulations. If special services are required, please contact the Coordinator at least one week prior to the event. If special services such as sign language interpreters are required, it is the responsibility of the Client to obtain those services.

INSURANCE

To the extent permitted under Georgia Law, Client waives, releases, and agrees to indemnify Chattahoochee Technical College and its respective officers, employees and agents harmless from all liabilities, and the cost and expense of defending all claims of liability, for any personal or bodily injury to persons, including death, arising out of the use of the facilities by the Client or by any other person admitted to the facilities by the Client. The College may be liable only for personal injury or property damage caused by acts or omissions of its employees in the performance of the contract to the extent provided by the Georgia Tort Claim Act (O.C.G.A 50-21-20 et seq.).

Chattahoochee Technical College may require Client to obtain and present certification of public liability or other insurance for the contracted event. Client assumes full responsibility for any food provided and 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.

CTC conference centers, auditoriums, and premises may contain heavy equipment/materials inside which could cause injury. Please advise all participants of the dangers in all campus facilities. The College will not be responsible to the customer or event guests if injuries or damages occur resulting from these dangers.

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

PROPERTY GUIDELINES

- Tables, chairs, and certain other property owned by Chattahoochee Technical College are available to the Client upon payment of the necessary fees.
- Tables, chairs, and other property owned by Chattahoochee Technical College are not available for off-premise use.
- Chattahoochee Technical College is not responsible for any property provided by the Client, or the client's contractors.
- Found items which cannot be returned to the owner before the building is vacated will be turned in to the office of Campus Police and Public Safety.
- Client's property, owned or rented, must be removed from the premises immediately after each event unless prior arrangements have been made. A penalty storage fee will be charged if equipment is left after the group exit time indicated on the signed agreement, if no arrangements have been made.
- The client shall be responsible for all damages to the Center property during the time of the client's use.

ADVERTISING:

- Client shall not advertise any performance or the appearance of a performer or meeting until agreement is signed and reservations confirmed.
- All advertising in any form must be approved by Chattahoochee Technical College.
- Advertising may not imply in any way that the event is being presented by Chattahoochee Technical College. Any advertising and/or mailers must be very clear who is hosting the event.
- Chattahoochee Tech logos or photos of campuses may not be used in any advertisements or promotions.
- CTC reserves the right to photograph events for our own marketing purposes.

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 & THIRD PARTY PROVIDERS

- The length of time required by a caterer or other service provider to set up or break down for an event must be accounted for within the occupancy period reserved by the client; therefore, the client must communicate with the caterer or other service provider to ensure the needed prep time is included in the requested access hours.
- Clients may select a caterer of their choice from the list of Approved Caterers. 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 caterer meets the Center's requirements. Failure to comply with this requirement may result in the cancellation of the event.
- New caterers may be required to meet with the Conference Center Coordinator prior to the event.
- Catering and Kitchen Use Guidelines are sent to caterers with a catering application. Catering and Kitchen Use Guidelines will also be sent to the client with their reservation documents. It is the responsibility of the client to review these policies with their caterer (even if the caterer is currently on the Approved Caterer list) and ensure the caterer adheres to the policies.
- NO RED drinks are allowed.
- No fountains (punch, champagne, etc.) are allowed due to splatter.
- Use of outdoor grills will be considered on a case-by-case basis and are not allowed at all campuses.

- If a food or beverage spill has occurred that is not easily removed, client should seek the assistance of the Coordinator immediately.
- There is a **\$250.00** fee for failure to comply with the Catering Guidelines and Kitchen Use Policy, and for any extraordinary cleanup required by Chattahoochee Tech. Failure to comply with the Catering Guidelines and Kitchen Use Policy could also result in the caterer being removed permanently from the Approved Caterer List.
- Any other third party provider such as florists, designers, or rental companies must comply with all policies and procedures. Customers who contract third party providers directly assume responsibility for those providers and should review this document with them, as the customer is ultimately responsible should the provider fail to comply with procedures. Any provider who has previously violated these rules or engaged in improper conduct will not be permitted to service future events.
- Decorating prep for non-food items, such as flower arrangements, centerpieces, etc., may *not* be done in the catering kitchens.

DECORATING AND SETUP 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.
- Decorating/rehearsal the day before an event (if the Center is available and setup is complete) will require an extra reservation day and extra charge. Decorating/rehearsal access is limited to 8:00am – 5:00pm on the day before an event unless otherwise approved by the Coordinator.
- Various table and chair placement patterns are available. Client is responsible for notifying the Center Coordinator of the room layout desired at least two weeks prior to the event. (A layout form will be provided, or you may submit your own.) After the set-up is physically completed, each set-up change is a **\$50.00** fee. If table/chair placement must be precise, it is strongly recommended that you plan to be present at the setup. Maintenance personnel are not available evening hours and Saturdays to adjust setups. If more tables or chairs are needed, client will be shown the location of these items.
- All room layouts must meet the Occupancy Rate for Fire Code. Aisles and exit doors may not be blocked.
- CTC staff are not available to unload items or load them after the event is over.
- CTC does not allow pre-shipment of materials or other items for events. Rental companies may deliver linens and other items with prior approval from the Coordinator.
- Decorating plans must be provided to the Coordinator within two weeks of the event in order to ensure they are within decorating guidelines.
- Decorations must be free-standing or table top. No banners or other decorations may be attached to any walls in conference center, lobbies, or hallways. Velcro may be used on fabric covered walls, if applicable.
- Candles must be no-drip; flames must be totally enclosed by a proper inflammable device, and cannot be left unattended. Use of protective materials is required to prevent dripping.
- No decorations are allowed to be attached to the ceiling or to any beams.
- Attaching decorations to the fire sprinkler heads is not permitted.
- Dance floors and other items from rental companies are permitted but must be approved and installation/breakdown appointments arranged in advance with the Coordinator.
- 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.
- No glitter, sand, processed snow, fresh flower petals, fireworks, or other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside the facilities. Smoke machines are

not permitted. Rice is not permitted. Bubbles, birdseed, and sparklers are restricted to the exterior of the building.

- Any planning visits prior to the event by decorators, event planners, caterers, musicians or others are by appointment only and must be scheduled in advance with the Coordinator. There is no charge for these visits (must be for planning purposes only – decorating will require a charge).
- Please note that the Center does not own or supply serving items, table linens or place settings (plates, cups, knives, forks, spoons, napkins, punch bowls, coffee urns, water pitchers, 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 or signs may be posted on College property.

CLEAN- UP & DAMAGES

- Clients, caterers or third party contractors are responsible for returning rented space to its original condition, which can include, but is not limited to: placing all garbage in plastic bags and in the outside receptacle/dumpster, cleaning up spills, vacuuming, and tables and chairs wiped clean. Vacuums, brooms, and dustpans will be made available upon request. (Please see also **Catering Guidelines/Kitchen Use Policy** if applicable)
- 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. (See Deposits, Fees, & Payments)
- Client is not required to place tables and chairs in storage, but to return the room to its original condition prior to the start of the event.
- Damages in excess of “fair wear and tear” will be assessed based upon replacement or repair costs of damaged property.

TECHNOLOGY, SOUND, and ELECTRICAL

- Audio/Visual: different campuses have different procedures for audio-visual usage and assistance. The Coordinator will explain the procedure for audio/visual assistance for that campus.
- CTC recommends that any presentations, videos, etc. be either web-based or placed on a flash drive or disc for use with CTC equipment. We strongly encourage that you schedule an appointment for a “dry run” prior to your event.
- In order to determine whether or not CTC will be able to accommodate the request, all AV requirements must be requested at least **ONE WEEK in advance** and not the day of the event.
- If any websites, apps, or other internet access are needed, please let the Coordinator know at least **ONE WEEK** before the event. Some sites must be unblocked by our IT department before they will work properly.
- Complimentary wi-fi is provided for client and guests. The Coordinator will provide access information.
- The “House Sound” system is intended for public address and is not sufficient for vocalists or music. “House Sound” is defined as our in-house speakers mounted in the ceiling in the Conference Center. Additional equipment may be needed for recitals or events with larger sound needs. This will need to be contracted by the client with an outside vendor.
- Exhibitors, vendors, or others needing extension cords and/or power strips must supply their own. Exhibitors needing electrical outlets must be placed near the wall outlets or floor outlets (where applicable). Placing of extension cords across the floor in designated walking areas is not permitted.
- Any special electrical needs must be requested in advance and equipment or items brought in must be approved by the Coordinator and/or CTC Facilities management.

EVENT SECURITY/CAMPUS POLICE

- Campus Police officers are required to be on duty for all events. They must be present to open the building before the event and close when the event is over. When an event or portion of an event is conducted during non-Campus hours, CTC will provide police officer(s) and include the fee in the rental agreement. The number of officers scheduled and the hours officers are to be on site for the event shall be at the discretion of Chattahoochee Technical College. Number of officers required can depend upon type of event, number attending, and whether alcohol is served.
- Should the client refuse to assume the costs of the police officer(s), the reservation is subject to cancellation.
- In addition to adhering to and carrying out policies and procedures dictated by the CTC Department of Public Safety, the officer(s) on duty:
 - Has authority to give “fair warning” at appropriate intervals when the time for the event to end approaches.
 - Has the authority to close down any event and evict the attendees who do not comply with policy. This includes any non-compliance with alcohol policy including the two-hour serving limit, underage attendees, and intoxication.
 - Has authority to immediately close down any event that is deemed inappropriate due to content, behavior, etc., or at which the client is serving alcohol without obtaining permission.

SUPERVISION OF MINORS

Any client who expects participants under the age of 18 years shall furnish the Coordinator with the names of all the adult supervisors prior to the beginning of the event. For events that involve minors, the client is responsible for ensuring that all local, state, and federal laws relating to minors are enforced.

Chattahoochee Technical College is a place of adult education and business; therefore, any minor children present must be under control of the client and client’s adult guests at all times. **Children are not to be unattended at any time.** Minors creating disturbances and/or causing damage will be asked to leave the facility. Children are not allowed to run inside the facilities, jump on or play with furniture, and should be limited to the rented space.

PARKING

- Parking is available for guests at the Center at no additional charge. Very large events may require additional parking, which should be arranged in advance by the client. Parking is allowed only in designated parking spaces. Parking on the grass is not permitted. Vehicles parked in unauthorized areas will be removed at the owner’s expense.
- When classes are in session, event attendees are expected to share parking with CTC students and staff. Parking lots cannot be blocked for events. The Coordinator can advise the CTC class schedules and availability of parking for your event date.
- Parking lots are available for rental at the discretion of Chattahoochee Technical College. 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.
- Vehicles may park on the rear ramps for loading and unloading **ONLY**. Vehicles or obstructions must be removed 30 minutes prior to the beginning of an event, as the ramps serve as additional handicapped access, as well as an emergency entrance to the building.
- Chattahoochee Technical College does not allow RVs, campers, buses, or other large vehicles to park in our parking lots overnight during events. Parking for RVs and larger vehicles during the event hours can be arranged. Special consideration will be given to food trucks, outdoor kiosks, and other vendor vehicles for day use only during events. Food trucks, outdoor kiosks, and other vendor vehicles are subject to approval by the Coordinator, CTC Maintenance, and the VP of Facilities, and approval must be requested prior to the event date.

MAXIMUM CAPACITIES OF ROOMS/BUILDINGS

CTC facilities have set capacities for each room. Maximum capacities, if applicable, will be discussed when making your reservation. Should a group's attendance exceed the maximum capacity, CTC staff may opt to close an event and/or building. Refunds will not be available, and the customer is responsible for the full reservation price.

PENALTIES

- Additional charges will apply 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.
- Chattahoochee Technical College and personnel are not responsible for any damages or expenses which may be incurred for the removal or storage of the client's property.

DEPOSITS, FEES & PAYMENTS

- Deposits, surcharges, and other fees are determined based on the number of guests expected and the type of event. These fees may include, but are not limited to: events for teenagers, concerts, large banquets or receptions, and events that have the potential to bring larger crowds than anticipated.
- Large banquets, receptions, and other select events will require a **\$250.00** cleaning and damage security retainer (credit card number to be charged only if necessary) in addition to the 50% space deposit. The credit card number 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 card will not be charged.
- For a reservation made less than 30 days prior to event date, 100% of rental rate is required to hold space.
- 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 reservations confirmed 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 Coordinator. We will extend credit with 30-day terms to Georgia state agencies with a pre-authorized purchase order.
- Fees will be charged to any individual or outside group, organization or enterprise whose programs are not sponsored directly by Chattahoochee Technical College.
- We accept cash, check, money orders, and credit cards. Checks should be made payable to "Chattahoochee Technical College". There is a \$30.00 fee for any check returned for insufficient funds.
- 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.
- Space must be vacated promptly on schedule or an additional hourly rental charge will be assessed. If the meeting or event is extended over 30 minutes beyond the scheduled ending, an additional hour will be charged.

Space rental fee includes the following*:

- Use of a primary room with desired set-up (with the exception of classrooms and board rooms which cannot be reconfigured)
- 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

***Please note that CTC does NOT provide copy/duplicating services. Please ensure your facilitators or presenters have materials prepared prior to your event.**

Additional fee services*:

- Staging and backdrop (where available)
- Campus Police officers
- AV technicians (where available)
- Catering kitchen (where available)

CTC does not schedule catering or offer break service. That is the responsibility of the client. We will provide you with the list of approved caterers that can provide the type of catering desired.

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

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 Facilities.

ANNUAL REVIEW

These policies will be reviewed annually, last updated 02/2018

