



## Facility Rental Guidelines

### Chattahoochee Technical College Mission

The mission of Chattahoochee Technical College is to strengthen both individuals and businesses through workforce training.

Chattahoochee Technical College, a unit of the Technical College System of Georgia, is a public open access institution that offers associate degrees, diplomas, certificates, and general education courses through traditional campuses and online means as well as non-credit and adult education training. Chattahoochee Tech is committed to meeting the needs of business and industry in a changing environment and to providing opportunities for lifelong learning for all members of its community.

### Facility Rental Reservations

Chattahoochee Tech'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. All use of facilities requires advance scheduling with the Conference Center Coordinator's office. Reservations are made on a first-come, first-serve basis, based on availability of space and compliance with the guidelines of this policy.

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 Chattahoochee Tech 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).

Conference Center staff will be in touch to discuss room setup, equipment needs and any other special concerns. We encourage and welcome our clients to schedule an appointment for a site visit to discuss your event in person. **Please note that site visits for any reason must be scheduled in advance.** 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 a reservation to another individual, group, or organization.
- Center staff reserves the right to assign or reassign 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.
- 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 are 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.
- No art or other objects may be removed from walls.
- Tables and chairs from the conference center may not be taken outdoors.
- Check-in or registration tables are permitted in some lobby/hallway areas but may not obstruct walking areas. Please confirm with Center staff if registration tables are allowed outside the rented space at your desired campus. Moving furniture or otherwise rearranging common areas is not permitted.
- No large screens, fabric panels, or other large objects may be placed where they will block security cameras or hallway and door access. Exit doors may 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. Chattahoochee Tech has a limited availability of utility carts for use by clients and they are not available at all locations. Please consult with Center staff to verify usage of carts.
- Conference centers, classrooms, auditoriums, other rented space and adjacent premises are under the sole control of Chattahoochee Technical College; staff have the right to enter all rented rooms at any and all times during the rental period.
- Chattahoochee Tech reserves the right to schedule simultaneous events in the building.
- Clients planning to utilize live or recorded music must be authorized by Center staff to do so. 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 need to set up and break down during the occupancy period of the client. The client is responsible for damage to the facility by any band member or related party.
- Pets are not allowed inside buildings without the approval of Center staff, with the exception of designated service animals.
- Chattahoochee Tech does not provide decorating assistance or contract vendors for services. You may do your own décor or contract with your preferred service. Your space rental hours must include any additional time that may be required by your service providers, including caterers.
- On occasion, Chattahoochee Tech may deem it necessary to perform maintenance or other activities which make it necessary to close or block certain areas after events have been booked. If this affects the area you have rented, staff will advise you as soon as possible and every effort will be made to accommodate your needs or help you make other arrangements.
- Chattahoochee Tech reserves the right to deny use of facilities based upon unsatisfactory findings or unsatisfactory resolutions with prior rentals.
- Chattahoochee Tech reserves the right to suspend any activity that is deemed inappropriate and will contact law enforcement in the event of illegal activity.
- Use of the building to accommodate child care for daycare or nursery facilities will not be permitted. Certain events that require child care during the event will be considered on a case-by-case basis. A separate room must be rented for this.
- 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 Chattahoochee Tech.
- Please note that Chattahoochee Tech does not provide copy/duplicating services. Please ensure your facilitators or presenters have materials prepared prior to your event.
- Chattahoochee Tech does not allow pre-shipment of materials or other items for events. Rental companies may deliver linens and other items with prior approval from Coordinator.

#### **Facility Rental User's Agreement**

Use of Chattahoochee Tech facilities requires executing a written agreement. No promises, quotes, verbal guarantees – expressed or implied - will be honored unless they are part of a written agreement. It is recommended that the agreement be signed and returned to the Conference Center Coordinator as soon as possible after receipt. This will insure availability and complete the space reservation. A deposit may be required at the time the agreement is submitted to hold the space, unless prior arrangements have been made.

**Availability/Access**

Conference center facilities will be available for scheduled events and activities Monday-Saturday, 7:30am-11:00pm, with the exception of Chattahoochee Tech holidays and other times the College is closed. Classroom access times can vary according to campus. 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 and will require extra fees to cover the cost of Public Safety opening and closing the building. Extended hours may be approved but will require extra fees. Friday evening or Saturday events require a minimum of 30 days' notice and facility availability may be dependent on staff availability to cover the event. Chattahoochee Tech does not open any facility on Sundays.

Occupancy periods of up to four hours will be considered as a half day. Rental period of up to 8 hours is considered a full day. Some spaces are not eligible for half-day rates. Premium rates are applied for weekend usage and for access exceeding an 8-hour block. Requested hours should include time to set up before your event and clean up and break down after your event, including time needed for caterers, vendors, and entertainers. HVAC and College staff are schedule based on the agreed-upon times. Any changes in access time should be requested at least one week before the event and are subject to approval. Time changes requested less than one week before the event can be considered on a case-by-case basis. Additional charges may apply.

Unless prior arrangements have been made, events that have not vacated the facility by the ending time indicated on the written agreement will be charged \$100 per hour for the extra time.

**Cancellation Policy**

All cancellations are required to be in writing. No phone cancellations will be accepted. 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 fee is 100% refundable. If canceled by the client, return of rental deposit/fee will be given at the discretion of Chattahoochee Tech. Chattahoochee Tech will not be held responsible for any other cost the client incurs should the event need to be canceled. Any client cancelling an event more than 30 days prior will be entitled to a 100% refund of any paid fees including deposit. Client is responsible for all non-recoverable expenses, if applicable. Refunds require at least 30 days for processing. Refund will be via check mailed to the client's address; no refunds will be made by crediting or reversing a credit card payment. It is possible to receive credit toward future reservations as long as it is within a fiscal year.

**Inclement Weather/College Closure**

If Chattahoochee Tech is closed or opening is delayed due to inclement weather or other reasons, conference centers and other rental areas will be closed as well and clients will be notified accordingly. If the College is open and conditions warrant, the College might close early. If your event is in session and a 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 rescheduling needs. Chattahoochee Tech will not be held responsible for any cost the client incurs should be event need to be canceled due to adverse weather or other reasons.

**Nonconforming Use**

Events not conforming to Chattahoochee Tech'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 Tech's Vice President of Facilities.

**Smoking/Tobacco Use/Vaping on Campus**

Chattahoochee Technical College adheres to the State of Georgia policy concerning smoking in public buildings. No smoking, vaping, or tobacco use is allowed inside or outside facilities. Smoking, vaping, and tobacco use outside is allowed only inside vehicles.

**Weapons**

Chattahoochee Technical College complies with the State of Georgia "Campus Carry" law. Please refer to **OCGA 16-11-127.1**. Any violation of weapons laws will be handled by Chattahoochee Tech Dept. of Public Safety and local law enforcement.

### **Alcohol Use**

If a client is considering serving alcohol, the client must obtain, complete, and submit for approval TCSG's Request for Approval to Serve Alcoholic Beverages form. Approval is at the discretion of Chattahoochee Tech President and Vice President of Facilities. Use of alcoholic beverages on campus shall be limited to the conference centers.

### **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 (OCGA 50-21-20 et seq.)

Chattahoochee Tech may require client to obtain and present certification of public liability or other insurance for the 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.

Chattahoochee Tech conference centers, auditoriums, and premises may contain heavy equipment or 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. Chattahoochee Tech facilities cannot assume responsibility for personal property and equipment. Liability for damages to the premises will be charged accordingly.

### **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 Tech. Any advertising and/or mailers must be very clear who is hosting the event. Should you wish to use digital or mail advertising, please consult with the Coordinator for more detailed advertising guidelines.

### **Concessions**

Chattahoochee Tech reserves the sole and exclusive right to regulate the sale of any beverage, food, souvenir or other merchandise on college property. Concession rights may be granted in the written agreement with the client.

### **Catering and Third-Party Providers**

- Use of the catering kitchen is limited to those events where food services are contracted through the Events Office. No onsite food cooking is permitted. Refrigerators, warming units, and microwave can be made available with advance notice. The ice machine located in the catering kitchen is available only to contracted clients.
- 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. The client must communicate with the caterer or other service provider to ensure the needed prep time is included in the requested access hours.
- Events of 150 people or more are required to use an approved caterer. Use of a caterer is optional for smaller events. Larger events serving appetizers only can be considered on a case-by-case basis for waiver of catering requirement. 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 sure the caterer of choice completes and submits a catering application no later than 30 days before the event. Failure to comply with this requirement may result in the cancellation of the event.
- New caterers are required to meet with Conference Center Coordinator prior to the event.
- Catering and kitchen use guidelines are sent to caterers with a catering application. It is the responsibility of the client to review these policies with their caterer and ensure the caterer adheres to these policies.
- No fountains (punch, champagne, chocolate, etc.) are allowed inside the conference centers due to splatter. At the Appalachian Campus, fountains may be set up in lobby or in the hallway near the kitchen provided floors and walls are protected with a suitable covering.

- If a food or beverage spill has occurred that is not easily removed, client should notify staff immediately.
- There is a \$250 fee for failure to comply with Catering Guidelines and Kitchen Use policy, and for any extraordinary cleanup required by Chattahoochee Tech. Failure to comply with policies could also result in the caterer being removed permanently from the approved caterer list.
- Other third party providers 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 client 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.
- At the Appalachian Campus (Jasper), all food serving lines, drink, coffee, and dessert stations must be set up in the hallway between the kitchen and the banquet room. Some exceptions can be made for drink and dessert stations, depending on size of event and whether or not proper protection is in place for walls and flooring.
- Chattahoochee Tech does not schedule or contract catering or offer break service. That is the responsibility of the client.

### 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 space is available and setup is complete) will require an extra reservation day and extra charge. Decorating/rehearsal access is limited to 8am-5pm on the day before an event unless otherwise pre-arranged. If outside of normal business hours, additional charges may apply.
- Standard classroom, theater, or banquet style setups will be used unless otherwise indicated. Typical banquet setups are 72" round tables of 8. Custom setups are possible, but custom options may be limited depending upon seasonal events and timing between them. If you have specific setup arrangements, please provide details and/or floor plan during the reservation process.
- 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 occupancy rate for fire code. Aisles and exit doors may not be blocked.
- Chattahoochee Tech staff are not available to unload items or load them after the event is over.
- **Decorating plans will be requested by the Coordinator for approval.**
- **Decorations must be free-standing or table top.** No banners, posters, directional signage, or decorations may be attached in any way to walls or doors in conference center, lobbies, hallways, or other common areas. **Command Strips are not allowed.** Velcro may be used on fabric covered walls, if applicable. Some centers have standing signs and easels that you may borrow. Please confirm with your Coordinator if these are available at your rental site.
- 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.
- Centerpiece or décor assembly may not be done in catering kitchen.
- No decorations are allowed to be attached to ceilings, beams, or sprinkler heads.
- Attachments to stage curtain at the Appalachian Campus may be allowed depending upon item being attached and method of attachment. If you wish to attach any décor item or banner to the stage curtain, Coordinator must be notified in advance for approval. We have black stage skirting and stage curtain.
- Dance floors and other items from rental companies are permitted but must be approved and installation/breakdown appointments arranged in advance.
- All of the client's equipment and decorations must be removed at the conclusion of the event unless other arrangements have been made in advance. Otherwise, the client is subject to a \$250 extraordinary cleanup fee and possibly storage and removal fees. Chattahoochee Tech is not responsible for damage incurred in removing items left by client.
- No glitter, sand, confetti (including confetti in balloons), processed snow, fresh flower petals, feathers, fireworks, or any other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside the facilities. **This includes any décor items that may have these substances attached but have the potential to shed.** Smoke or fog 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. There is no charge for planning visits.
- Chattahoochee Tech does not own or supply serving items, table linens or place settings. 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. Absolutely no political ads, signs, or campaign paraphernalia may be posted anywhere on college property.

### **Cleanup and Damages**

Clients and their vendors/caterers are not required to place tables and chairs in storage or break them down, but to return the room(s) to the condition they were provided prior to the start of the event, which can include, but is not limited to: placing all trash in plastic bags and in the outside receptacle/dumpster, cleaning up spills, vacuuming, and tables and chairs wiped clean. Trash bags and rolling trash cans are provided; vacuums, brooms, and dustpans will be made available upon request. Empty boxes must be broken down and taken to the outside dumpster. No boxes may be left in room, hallways, or kitchen.

It is the client's responsibility to ensure the caterer or volunteers clean the kitchen/serving line area properly after the event and all trash is disposed of in the outside receptacle. If non-disposable serving items are used, they must be taken away after the event, unless arrangements are made for a rental company to pick them up the next morning. This option will be dependent upon event schedule and must be pre-approved by the Coordinator. No dirty dishes may be left in the kitchen. Dishwasher and dishwashing detergent are provided in the kitchen. Any kitchen cleanup must be completed by the ending time on your rental agreement.

Clients are required to check in with the Conference Center Coordinator or designee before vacating the premises for a walk-through to ensure cleanup is adequate. A flat fee of \$250 will be assessed to the client and/or caterer for any extraordinary cleanup required by Chattahoochee Tech. Damages in excess of "fair wear and tear" will be assessed based upon replacement or repair costs of damaged property.

### **Technology, Sound, and Electrical**

Your rental fee includes use of standard AV equipment: projectors, screens, and microphones. We have laptops available for use in conference centers, or you may bring your own device with a HDMI or VGA port. We do not supply adapters for Apple or other devices that use a lightning cable. We cannot guarantee Apple devices will communicate with our system, so if you use these devices, we strongly encourage you to bring presentations on a flash drive as backup to use with our PCs. We do not have Bluetooth capability. Due to liability issues, if you choose to use your own device, Chattahoochee Tech staff cannot troubleshoot except to ensure our in-house equipment is operational. If you use our laptops, your presentation will need to be web-based or brought on a flash drive.

Different campuses have different procedures for audio/visual usage and assistance. Some classroom rentals will require that you bring your own projector and computer. The Conference Center Coordinator will explain the procedure for AV for that campus. **Chattahoochee Tech does not provide "run of show" type assistance. For the large conference rooms, we will have someone on hand to get the event started as far as turning on the system. For events with more complicated needs such as changing out presentations, playing music, or queuing videos during the event, you will need someone to assist you with that or contract an outside vendor.**

In order to determine whether or not Chattahoochee Tech will be able to accommodate the request, all AV requirements must be requested at least two weeks prior to the event. If any websites, apps, or other internet access is 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. Complementary wi-fi is provided for client and guests. You will be provided with access information. Chattahoochee Tech does not provide a secured network. If your event requires payment processing or other access to apps that demand a secure connection, you will need to use an alternate source such as a hotspot.

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. Bands and DJs must bring their own equipment.

Exhibitors, vendors, or others needing extension cords or power strips must supply their own. Exhibitors needing electrical outlets must be placed near the wall outlets or floor outlets (where available). Placing of extension cords across the floor in 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 maintenance supervisor.

### **Event Security/Campus Police**

Campus Police officers are required to be on duty for all events. This is necessary even if you plan to have your own event security. Independent event security may be required to meet with Chattahoochee Tech Campus Police prior to the event.

Campus Police 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 hours campuses are not typically open, Chattahoochee Tech 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 an 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. Campus hours can vary per campus and can also depend upon time of year and semester break schedules.

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 Chattahoochee Tech Department of Public Safety, the officer(s) on duty:

- Has authority to give "fair warning" at appropriate intervals when the time for an 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 two-hour serving limit, underage attendees, and intoxication.
- Has authority to immediately close down an event that is deemed inappropriate due to content, behavior, etc., or at which the client is serving alcohol without obtaining permission.

### **Supervision of Minors**

Chattahoochee Technical College is a place of adult education and business; therefore, any minor children present must be under the control of the client and client's 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 not be outside the event room unless accompanied by an adult.** Your cooperation is requested in ensuring your guests comply with these policies.

For events that involve minors, the client is responsible for ensuring that all local, state, and federal laws relating to minors are enforced.

### **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 grass is not allowed. 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 Chattahoochee Tech students and staff. Parking lots cannot be blocked for events. The Coordinator can advise class schedules and availability of parking for your event date.

Parking lots are available for rental at the discretion of Chattahoochee Technical College. Use of Chattahoochee Technical College parking lots on weekends or other times the college is closed must be authorized by the College. There is a cost involved in using the parking lots and no building access is available. Clients are responsible for cleaning up trash from the parking lot at the conclusion of an event and either placing trash in a dumpster (if available) or removing from premises.

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 access for people with disabilities as well as emergency entrances to buildings.

Chattahoochee Technical College does not allow RVs, campers, buses or other large vehicles to park in our parking lots overnight for 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 and must be requested prior to event date.

**Maximum Capacities for Fire Code**

Chattahoochee Tech 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, Chattahoochee Tech staff may opt to close an event. Refunds will not be available, and the customer is responsible for the full reservation price.

**Deposits, Fees, and Payments**

Deposits, surcharges, and other fees are determined based on 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 large crowds.

Large banquets, receptions, and other select events will require a \$250 cleaning and damage security retainer (credit card number to be processed only if necessary) in addition to the 50% space deposit. The credit card number is retained to cover any potential damages or extraordinary cleanup that may be required by the Center. If no damages are assessed or extraordinary cleanup 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 the space.

All fees for the Center and its facilities are set by Chattahoochee Technical College and are subject to change from time to time. In the event of an increase in fees, all reservations confirmed prior to the increase will be honored at the original fee.

All fees must be paid at least 30 days prior to the event unless otherwise arranged. 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. A tentative reservation will be held for a maximum of one week without a deposit and/or confirming via a signed agreement. Space must be vacated promptly on schedule or an additional hourly rate may be incurred.

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