



Georgia Perimeter College Facilities Usage Handbook

Last Reviewed: September 2010

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I. STATEMENTS AND DEFINITIONS

Statement of Purpose

The purpose of the Facilities Usage Handbook is to set priorities for facility usage, define scheduling procedures, and establish controls and fees associated with the event management process for Georgia Perimeter College.

Statement of Policy

Georgia Perimeter College facilities are utilized for the primary purpose of fulfilling the educational mission of the college. The college will make maximum use of the facilities for the benefit of the students, faculty and staff. Beyond the usage for instruction, athletic activities, Fine Arts recognized student organizations, and college sponsored events, the facilities may be available to external groups or organizations.

Definitions

Internal Users

Internal users are defined as GPC Faculty and Staff who are acting on behalf of GPC related groups, committees, clubs and organizations.

GPC Faculty and Staff who are acting on behalf of external organizations will not be considered under these policies as making an Internal Request.

External Users

External users are defined as: all profit and non-profit organizations, businesses, affiliations, groups, or individuals not officially associated with Georgia Perimeter College. These external groups must enter into a legal agreement with GPC in order to use any campus facility or grounds. The legal agreement requires indemnification and liability insurance.

Events on campus are subject to state and federal laws, as well as, all BOR, and GPC regulations and policies. Organizations and guests are expected to follow the rules and regulations governing the facility or grounds being used. The college maintains the right to determine which activities are appropriate to be held on the campus.

The Campus Leadership Committee must approve the use of any facility by an external group. The external event must not conflict with scheduled events, activities, or the mission of the institution. GPC reserves the right to change facility assignments or cancel any previously scheduled event if such change or cancellation is made to meet the needs of the college.

Facility Usage Website

A copy of this handbook and both Request Forms are available through the Facilities Usage website which is located at http://www.gpc.edu/facilities_usage.

Campus Leadership Committee Membership

- Dean of Academic Services or designee
- Dean of Student Services or designee
- Campus Plant Manager or designee
- Campus Public Safety Lieutenant or designee
- Other Departments as required

Campus Leadership Committee Responsibilities

- Oversee the scheduling of college facilities
- Ensure that facility usage meets/supports the college mission and vision
- Develop and maintain the Facility Usage Handbook and ensure the application of its policies and procedures to all requests
- Review and approve/deny Facility Usage Request applications

Support Services

- Food Services (*catering*)
- Marketing & Public Relations
- Event & Technology Services
- Plant Operations Services
- Department of Public Safety
- Fine Arts Management
- GPC Scheduling Group

II. GUIDELINES FOR THE USE OF GPC FACILITIES

No group, organization, or individuals will be allowed to use any Georgia Perimeter College facility if such usage conflicts with the College mission.

The college may consider facility usage requests unless the following limitations exist:

- Conflict with previously scheduled, higher priority event
- College or facility closed
- Facility under repair or maintenance
- Other factors limiting the use of the facility

Priority Use Guidelines

- Georgia Perimeter College departments and organizations will receive higher priority for use of college facilities. **First Priority** – Credit and non-credit educational programs of the college
- **Second priority** - Events deemed to be an institutional need, such as events related directly to enrollment, academic success, and College tradition (e.g. Open Houses, Orientation, Registration, Super Saturday, Convocation, and/or Commencement),
- **Third Priority** – Meetings and events where the primary participants are Georgia Perimeter College employees and approved student clubs and organizations
- **Fourth Priority** – Georgia Perimeter College sponsored community meetings and events; specifically external organizations that contribute to the academic mission and vision of the college
- **Lowest Priority** – Meeting and event requests sponsored by external private groups are approved on a "first come, first serve" basis.

Facility Use Charges

A facilities usage charge will be assessed for the use of college facilities by external users.

Facility usage charges are not assessed for college sponsored events held during regularly scheduled facility hours. The facility usage charge includes the use of space and direct expenses for personnel, equipment, as well as, set-up/clean-up services required for the event when held during normal operating hours. After hours events or those with extensive setups will incur personnel charges over and above the facility usage charge.

Reservation Schedule for Classroom Space

Classroom (and related) spaces will not be scheduled for any non- academic events until after the start date of the term in which the event falls. Some delay for specific dates in the term (during exam periods or second half term) may be delayed for a few weeks until the scheduling of academic classes and related events are complete for the term in question.

Reservation Schedule for Designated Event Spaces (*Auditoriums, Outdoor Space, etc.*)

- **No Date Restrictions** – College Events – (i.e., Orientation, Open Houses, Convocation, College Lecture Series, Faculty/Staff Development, College-Wide Seminars, and Meetings)
- **Up to Two Years in Advance** – GPC Departments/Organizations for College related business
- **Up to One Year in Advance** – GPC events co-sponsored with outside organizations
- **Up to 6 Months in Advance** – Outside Groups

Use of Facilities for Commercial Purposes

- Commercial use of GPC facilities by any group, whether internal or external, requires approval by the Director of Auxiliary Services or designee. Any items or services intended for sale at an event on any GPC campus must be approved by the Director of Auxiliary Services or designee at least 45 days prior to the event.
- Approved items or services sold on campus may be subject to a commission fee, as stated in the facilities use agreement.
- GPC accepts no liability for products or services sold by facility users.
- No item or service will be permitted if there is a perceived conflict with GPC's mission or established contracts.
- Any group selling unapproved goods or services on campus may be subject to a monetary fine and denied future use requests.

Use of Athletic Facilities

- Use of Georgia Perimeter College athletic facilities will be considered on a case by case basis.
- The Director of Athletics must approve any use of facilities for any purpose other than those in support of the official business of GPC athletics.
- Use of any GPC athletic facilities for any group that includes non-GPC athletes, must be requested and approved through the External Event Request Form and process.

Regulation Compliance

Any person requesting the use of facilities and services must insure that the event and patrons are in compliance with all applicable regulations.

Public Safety, Plant Operations, Risk Management, and Auxiliary Services representatives, in coordination with the Campus Leadership Committee through the Dean of Student Services' Office, maintain the right to cancel - without advance notice - any event not in compliance with Facility Usage regulations. Furthermore, Georgia Perimeter College reserves the right to cancel an event already in progress if applicable and relevant information has not been conveyed to these representatives.

ADA Compliance

As described in the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, disabilities include learning, speech, visual, auditory, mobility impairments and other disabilities as determined by individual need. GPC maintains accessibility and compliance with ADA codes throughout the campus. All users must comply with the following:

- ***Ingress/Egress***
Georgia Perimeter College will enforce safe and reasonable ingress and egress to all facilities on campus. Plant Operations reserves the right to determine accessibility to facilities. In order to ensure safe passage, tables, chairs and other items are prohibited from set up under covered walkways or other areas that may pose hazardous conditions. Lobby areas will be restricted to a limited number of information/registration tables determined by Plant Operations in conjunction with the Dean of Student Affairs Office. College representatives reserve the right to require removal of any items found non-compliant.
- ***Accommodations***
Handicapped individuals with a valid handicap permit may park in the designated handicap parking areas. Persons needing disability accommodations other than parking should contact Plant Operations and/or the Dean of Student Affairs Office a minimum of five (5) business days prior to the event. Depending on the event and event sponsor, charges may apply for accommodation.

Evacuation Procedure

In the case of an evacuation, individuals must comply with Public Safety at all times. Facility users will be notified of an emergency or threat to safety by alarm or Public Safety. The facilities will be evacuated in a calm and orderly fashion. In case of evacuation, all persons are to remain outside the building until instructed to return by Public Safety. The stairs, not the elevator, must be used in evacuation circumstances.

Medical Emergencies

In the event of an accident or emergency, Public Safety must be contacted immediately at extension 5511 from any campus phone or (770) 274-5511 or 911* from a cell phone. Public Safety, Plant Operations, Auxiliary Services and/or the Dean of Student Services Office staff retains the right to call in emergency services as deemed necessary at the expense of the user.

Safety and Security

GPC Public Safety has the ultimate authority to insure compliance with all rules, regulations and laws. All persons on college property are subject to the authority of the GPC Public Safety unit.

Public Safety shall solely determine and control public safety arrangements, including but not limited to, the type, number and placement of public safety personnel. GPC Public Safety reserves the right to require police and/or security personnel at events at the expense of the sponsoring organization. For safety, security, and convenience, Public Safety and/or College Administrators conduct periodic rounds throughout the facilities. They must be able to enter all spaces at any given time. Therefore, doors to an event space must remain unlocked and free of obstruction while the event is in progress.

All persons using Georgia Perimeter College facilities are to act responsibly. Individuals who display disruptive, dangerous, or inappropriate behavior will be asked to leave.

Drugs, Alcohol, Tobacco and Weapons

- Possession or use of alcoholic beverages or illegal drugs of any kind shall not be permitted on college property.
- Smoking or use of tobacco products is prohibited in all college buildings.
- **Firearms or weapons of any kind are prohibited on college property except by authorized law enforcement personnel. (OCGA 16-11-127.1)**
- Gambling or other conduct detrimental to the college or public interests shall not be permitted.

III. SPECIAL GROUP REQUESTS

Political Campaigns

Political Campaigns as stated in the **BOR Facilities Policy Manual 910.06:**

“The president of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president. The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden.”

Religious Purposes

Under the directive of our President, Georgia Perimeter College may authorize the use of institution facilities for religious meetings/activities. However, such use shall be limited to meetings and activities sponsored by recognized organizations of the institution and shall be held only at places designated by the President. The use of System materials, supplies, equipment, machinery, or vehicles is forbidden.

Free Expression: Speeches and Demonstrations, Marches, Distribution of Written Materials, Solicitation and Voter Registration Drives

No rights are more highly regarded at Georgia Perimeter College than the First Amendment which guarantees freedom of speech, freedom of expression and the right to assemble peaceably. The college is committed to providing groups and individuals the opportunity to engage in peaceful and orderly protests and demonstrations. GPC’s approval of such events in no way supports, fails to support, agrees, or disagrees with ideas that may be voiced in the area. However, the college does make provision for the expression of diverse viewpoints in an academic setting.

In order to achieve this objective, while insuring the college fulfills its educational mission, the college has the responsibility to regulate the time, place and manner of expression. This regulation is to assure equal opportunity for all persons, preserve order within the campus community, protect and preserve college property and provide a secure environment to individuals exercising freedom of expression.

A. PROVISIONS

In order that the persons exercising freedom of expression do not interfere with the operation of the college or rights of others, the following shall apply without exception to any form of expression:

1. Events which may obstruct vehicular, pedestrian or other traffic must be approved three (3) business days in advance by Public Safety, Vice President for Student Affairs and Enrollment Management Services (or designee);
2. Use of sound amplification on campus is regulated and must be approved three (3) business days in advance by Public Safety, Vice President for Student Affairs and Enrollment Management Services (or designee);
3. There must be no obstruction of entrances or exits to buildings;
4. There must be no interference with educational activities inside or outside of buildings;
5. There must be no harassment of passers-by or other disruptions of normal activities;
6. There must be no interference with scheduled college ceremonies or events;
7. Malicious or unwarranted damage to, or destruction of property owned or operated by the college or by students, faculty, staff or visitors to the college is prohibited. Persons or organizations causing such damage will be held financially and legally responsible. The group or individual may be required to provide proof of liability insurance depending on the nature of the activity;
8. There must be compliance with all applicable state and federal laws and college rules and regulations. Violators will be referred for appropriate legal or disciplinary action;

9. Exceptions to this policy may be appealed to the Associate Vice President for Student Affairs and Enrollment Management.
10. No sales or solicitation is permitted without the approval of Auxiliary Services.

B. SPEECHES AND DEMONSTRATIONS

The open areas designated for speeches and demonstrations at our campus locations are available when classes are in session at the following times:

- Monday – Thursday:** 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m.
Friday: 11:00 a.m. – 1:00 p.m.

Use of these areas will be approved through the Dean of Student Services (designee for the Vice President for Student Affairs and Enrollment Management Services) and coordinated with the Plant Operations and Public Safety, where applicable. Individuals and groups may use these areas for speaking, demonstrating and other forms of expression. A request for use of these areas **must** be made three (3) business days in advance of the event. All structures, signs and litter resulting from the activity must be removed from the area by the end of the event. Groups or individuals may only use those designated areas once per month and for a maximum period of two (2) business days.

C. MARCHES

Marches may take place on streets and sidewalks of the campus and community between the hours of 10:00 a.m. and 4:00 p.m., Monday – Friday, when school is in session. Plans for an event of this nature **must** be approved by the Associate Vice President for Student Affairs & Enrollment Services (or designee) and/or the Vice President for Finance & Administration, City Government, and College Public Safety three (3) business days in advance. Limitation may be placed on the time, place and manner of such an event in order to serve the interests of safety, prevent disruption of the educational process and protect the rights of others. Marches off campus must be approved by appropriate governing bodies.

D. DISTRIBUTION OF WRITTEN MATERIALS

Pamphlets, handbills, circulars, newspapers, magazines and other materials which are protected by the First Amendment may be distributed on a person to person basis within the designated Free Speech area between assigned hours indicated within the Free Speech and demonstration area. In accordance with the college posting policy, handbills cannot be placed on cars. The college maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

E. SALES AND SOLICITATION

Georgia Perimeter College does not permit the operation of private business enterprises on its campuses, except as otherwise provided by contract. Except as specified by related procedure, all business enterprises operated on a campus of Georgia Perimeter College shall be operated as auxiliary enterprises and shall be under the direct management, control and supervision of the chief business officer of the institution.

Procedure**Students and Student Organizations**

Students may place notices of items for sale on the bulletin board designated "Campus Advertising Board." The posting of such notices must be approved in the Student Life Office. Students may only solicit for the sale of services through:

- Advertisement in The Collegian
- Auxiliary Services (bookstore, food service, vending)
- Athletic Team's Programs
- Fine Arts

Non-Students/Businesses

Non-students and businesses may only solicit for the sale of items or services on campus through:

- Advertisement in The Collegian
- Auxiliary Services (bookstore, food service, vending)
- Athletic Team's Programs
- Fine Arts Programs

Flyers, handbills, or leaflets advertising the sale of items, services or any other information may not be placed on campus, or presented to students in any way other than listed above.

F. VOTER REGISTRATION

Voter registration drives must be coordinated through the Office of Student Life on the respective campus. A request for a Voter Registration Drive **must** be made three (3) business days in advance of the event by completing a Free Expression Permit Application. Permission will not be granted for an activity that violates college policies, or local, state and/or federal laws.

IV. INTERNAL REQUESTS

Three types of Internal Requests are recognized:

- 1. Academic Class requests and changes**
- 2. Requests for use of an existing space “as is” (No setup required)**
- 3. Requests for which a setup of any kind is required**

All Georgia Perimeter College personnel and recognized student clubs and student organizations are recognized as “Internal” requesters.

Types of Campus Meetings

Academic Class requests and changes

- Academic Classes are scheduled through the Student Information System by the appropriate departments.
- Any request for changes to the meeting pattern of an academic class (including the room) must come through the department office to the Academic Scheduler.

Department/Office/Class related - generally referred to as “No set up required”

- These meetings generally require only a room reservation with existing room setup and include activities such as Tutoring and Review sessions that faculty members wish to hold for their classes. Also included are committee and/or department meetings, interviews conducted by search committees and possibly training sessions when no food will be available.
- Conference rooms are available at all college locations for small group events and meetings. At times, classrooms or other spaces may also be available.
- Generally, no fee will be assessed for facility use or support services. However, fees may be assessed to accommodate extraordinary requests.

Programs, Events, and Activities where a setup of any kind is required

- Programs, events, and activities generally require coordination with many departments and are larger in scale and require set up from Plant Operations, Event Technology or other groups on campus. Limited space is available for large-scale events and availability will be based upon the established Priority Usage Guidelines.
- Fees will be assessed for Public Safety and facilities personnel. Determination of the need for additional personnel will rest solely on Public Safety, Plant Operations, Technology Services and the Fine Arts Facility Manger.

Internal Request Procedures & Processes

- Requestor should complete and submit the request as indicated below.
- All Facility Use Requests **must** be submitted with the specified lead time as identified below:
 - Seven (7) business days for Department/Office/Class related - No set up - meetings.
 - . The requestor shall send an email to gpc-space@gpc.edu including the particulars of the event (date, start & end time, group, size of group & type of location requested). The appropriate Event Scheduler will review the availability of the space and will communicate to the requestor the outcome.
 - Fourteen (14) business days for events, programs, and activities requiring a setup.
 - Requestor should complete and submit the online Facility Use Request Form. Thorough completion of the form will assist the Leadership Committee in assessing the required needs and services for the event.
 - The Internal Facility Use Request Form can be found at http://www.gpc.edu/facilities_usage
- Upon assignment of the space,,the requestor will receive an email with a confirmation number from the Event Scheduler. This confirmation number is the proof of approval and scheduling of the event.
- Upon approval or denial of an event requiring setup, the requestor will receive an electronic Notification of Approval or Denial.
 - Notification of approval will be sent to Plant Operations, Public Safety, Event Technology Services and the Fine Arts Facility Manager if needed.
 - The requestor is responsible for finalizing Event Technology requests, working directly with Plant Operations on physical set up.

College User Responsibilities

- Thorough completion and timely submission of the Facility Use Request
- Identification of required college support services (space set-up through Plant Operations, Public Safety, Marketing and Public Relations, Catering, and Event Technology services), if any are to be used.
- Respect for college facilities and other scheduled events by not exceeding the assigned time and leaving the space in acceptable condition.

Late Requests and Cancellations

- Late facility requests may be accommodated if space, time, and resources are **available**.
 - Please note that approval of late facility requests cannot infringe upon previously scheduled campus functions; furthermore, the accommodations must be accepted “as is” with **no special setup**.
- Cancellation of campus programs, events, and activities should be made at least 24 hours prior to the event and by 12:00 Noon on Thursday for weekend events Cancellation notices must be submitted to the Scheduling Group via email at gpc-space@gpc.edu. The appropriate Campus Event Scheduler will notify the appropriate support services.

V. EXTERNAL REQUESTS

All profit and non-profit organizations, businesses, affiliations, and groups, as well as groups not officially associated with Georgia Perimeter College, are recognized as “External Requestors” and must enter into legal agreement with Georgia Perimeter College. Initiation of the agreement will begin with the submission of an **External Facility Use Request Form**. The form should be submitted at least 45 business days prior to the event. The External Facility Use Request Form will be submitted to the Campus Event Scheduler and processed through the Campus Facilities Committee. The contract and all supporting documents will be processed through the Campus Plant Operations Office.

External requestors will be expected to pay all expense charges for facility use. Fees may also be assessed for extraordinary or unscheduled expenses as determined by the college.

General Guidelines

1. Requests for the use of College facilities must be made at least 45 business days prior to the date of use in order for the request to be reviewed and arrangements for approved use completed. **Requests that involve the use of academic spaces (classrooms, labs etc) during the meeting dates of a term will not be confirmed until all classes and supporting events (exams, testing, etc.) are scheduled.**
2. In all cases, one person shall be identified on the External Facility Use Request Form as the person responsible for the function. This individual must be present for the entire duration of the event. Non-compliance may result in denial of future requests.
3. Copies of signage and all promotional materials to be placed on college premises must be attached to the Facility Use Request Form.
4. External Requestors will be advised of the total usage charges prior to the date of the event. However, it is the responsibility of the requestor to know all fees (including all fixed and variable cost estimates) prior to the event. These fees are listed in the attached Facility Rental and Services Rate Charts.
5. Only the President or Vice Presidents of the college have the authority to waive facility rental fees. Personnel fees may still be charged.
6. The college reserves the right to withdraw, at any time, its permission to use college facilities and reserves the right to alter or make additional rules and regulations from time to time as may be in the public's interest.
7. Non-profit groups must submit a copy of the Internal Revenue Service Determination Letter certifying their non-profit status.
8. A representative of the outside group must keep a copy of the signed Approval Notice on hand throughout the event and must produce the document at the request of any authorized representative of the college.
9. All external requests for facility usage (including, but not limited to parking lots) may be assessed a fee.
10. All External Requestors **must** have proof of liability insurance issued by a commercial insurance company. The Board of Regents requires coverage of \$1,000,000/\$3,000,000/\$3,000,000 for all events. A valid ACORD certificate must be evidence of proof of insurance coverage for the date(s) involved. Agencies of the state of Georgia will be asked to provide of letter verifying sovereign immunity in place of a certificate of insurance.
11. GPC Public Safety reserves the right to require police and/or security personnel at events at the expense of the sponsoring organization. Plant Operations may determine custodial or other personnel necessary to service the event.

External Request Procedures & Processes

1. Requestor must obtain and complete an **External Facility Use Request Form** at the Georgia Perimeter College Website for facilities use. (http://www.gpc.edu/facilities_usage)
2. All External Facility Use Request forms **must** be submitted at least 45 business days prior to the date(s) of the event.
3. Following approval of the event by the Campus Leadership Committee, the License Agreement will be prepared and sent to the External Requestor by Plant Operations or the Fine Arts Facility Manager.

The signed License Agreement, proof of insurance, and remittance for facility charges should be returned to Plant Operations at least 5 (five) business days prior to the event. Please note a waiver cannot be accepted in place of the insurance form. All information will be kept on file by Plant Operations.

The appropriate Campus Event Scheduler shall coordinate with Event Technologies to secure technology needs for external groups.

Late Requests

- Late requests will be considered only if the Facility Use Request Form and supporting documents have been submitted at least 5 business days before of the meeting or event. The request must meet the requirements listed below:
 1. Late facility requests may be accommodated if space, time, and resources are available.
 2. The approval of late facilities requests cannot infringe upon the preparation of a previously scheduled function, and accommodations must be accepted “as is” with limited or no special setup.

Cancellations

- Cancellation notices must be given at least 2 business days prior to the event and by 12:00 Noon on Thursday for weekend events.
- Cancellation notices must be submitted to the GPC Scheduling Group through an email to gpc-space@gpc.edu. The appropriate Campus Event Scheduler will notify all support services.
- Full payment of the license agreement will be expected if notice of cancellation is not received in a timely fashion. In addition, future requests for facility usage may be denied.



APPENDIX





Service Provider Directory

Auxiliary Services	College-wide	678-891-3340
Catering	Clarkston	678-891-3340
Dean of Student Services	Alpharetta Center	770-
	Clarkston	678-891-3525
	Decatur	678-891-2695
	Dunwoody	770-274-5460
	Newton	770-278-1220
Fine Arts Auditorium Manager	Clarkston	678-891-3562
Marketing & Public Relations	Decatur	678-891-2680
Technology Services Help Desk		678-891-3460
Plant Operations Administration	Clarkston	678-891-3900
	Decatur	770-891-2660
	Dunwoody/Alpharetta	678-274-5330
	Newton	770-278-1252
Public Safety	College-wide (Non Emergency)	770- 274-5500
	College-wide Emergency (On Campus)	770-274-5511

Process for Internal Requests

If the request is for an office or department meeting with **no set up**, a request may be made by sending an email message (at least seven (7) days before the scheduled meeting) to gpc-space@gpc.edu. Information concerning the date, start & end time, group, # of people expected, campus location and type of room requested should be included in the email. The Campus Event Scheduler will check to see if the requested space is available at the date and time. An approval or denial will be returned via email within seven (7) days. If approved, the email will contain a confirmation number.

1. If the meeting **requires set up**, the Internal Facilities Request Form should be used. It is available at http://www.gpc.edu/facilities_usage. Upon clicking "Submit" the form will go to the Scheduling Group. Confirmation will be sent within seven(7) business days for simple meetings. For larger events, conferences or activities confirmation will be made within fourteen (14) days.
2. Complete the form as thoroughly as possible. One person needs to be the contact for the meeting
3. Upon approval or denial of the meeting/event, the requestor will receive an electronic Notification of Approval or Denial. If approved, the email will contain a confirmation number. This number will be required if an Event Technology Request is to be completed.

Notification of approval will be sent to Plant Operations and Public Safety. The requestor is responsible for finalizing media requests, working directly with Plant Operations or the Fine Arts facility manager on physical set up, and informing the Dean of Student Services of catering plans.

Once event is approved and space reservation is received:

4. Please submit an online OIT Event Technology request for these services at <http://www.gpc.edu/oit/eventrequest>. If internet access is needed for a non-GPC person, the GPC Service Desk must be contacted 2 business days ahead of the event to get a user name and password. (678-891-3460)
5. Approved caterers can be found at www.gpc.edu/~gpccs/catering
6. If goods or services will be for sale, contact the GPC office of Auxiliary Services at 678-891-3340

Process for External Request

1. External requestors can find the External Facilities Use Request form at http://www.gpc.edu/facilities_usage. Requests must be made at least 45 business days prior to the date of use. **Request that involve the use of academic spaces (classroom, labs etc) will not be confirmed until all classes and related events are scheduled for the term in question.**
2. Complete the form as thoroughly as possible. GPC would like one person to be the contact for your organization.
3. If unable to submit the form electronically, the form should be printed and faxed to 770-274-5009.
4. In addition to the request, GPC requires a copy of group insurance. A valid ACORD certificate must be evidence of proof of insurance coverage for the date(s) involved. A waiver cannot be accepted in place of an insurance form. Agencies of the state of Georgia may be asked to provide of letter verifying sovereign immunity in place of a certificate of insurance.

Requestor will be notified of approval or denial of request within ten (10) business days of submittal of the request. A confirmation number will be included if approved

Once event is approved and space reservation confirmation is received:

5. Requests for technology and special room set-ups will be confirmed as part of the License Agreement through Plant Operations or Fine Arts facility management
Event Technology Requests will be coordinated through the appropriate Campus Event Scheduler due to access requiring a GPC ID. All requests should be submitted at least five (5) business days in advance.
6. Approved caterers can be found at: <http://www.gpc.edu/~gpccs/catering>
7. If goods or services will be for sale, contact the GPC office of Auxiliary Services at 678-891-3340
8. Copies of signage and all promotional materials to be placed on college premises must be attached to the request form.
9. Upon approval the License Agreement, facility use and associated charges will be sent to the requestor. The signed agreement and remittance is due at least five (5) business days prior to the event.

Facility Use Request Denial Letter (Suggestion)

(DATE)

(Contact Name)
(Contact Organization)
(Contact Address)
(Contact Address)

Dear (Contact Name):

In response to the submission of your Facility Use Request Form to Georgia Perimeter College (GPC), I regret to inform you that we will be unable to accommodate your event as requested. This decision was based upon the recommendation of the Facility Committee.

The decision to deny your event was rendered after determining that:

- The College cannot provide the necessary staffing and supervision to support the activity at the date and time specified in the request.
- There is a scheduling conflict between your proposal and prior planned events for the location(s) requested.
- Other reason: _____

GPC recognizes the community-oriented value of your event. Please feel free to modify your current request and resubmit it for further consideration.

Respectfully yours,

Facility Use Request Approval Letter (Suggestion)

(DATE)

(Contact Name)
(Contact Organization)
(Contact Address)
(Contact Address)

Dear (Contact Name):

In response to the submission of your Facility Use Request Form to Georgia Perimeter College (GPC), the Facility Committee has approved your event as requested. Your confirmation number is:

_____.

Accompanying this approval letter, you will find a License Agreement. The License Agreement details the specifics of the event and lists associated fees.

If the contract meets your approval, please sign it, retain a copy for your file, and return the original to the attention of campus Plant Operations Manager. Proof of liability insurance for the event and a check for the fees is required. The check should be made payable to Georgia Perimeter College. Please remember that you must have a copy of the License Agreement with you at the event to verify approval to use the facility.

Respectfully yours,

FREE EXPRESSION PERMIT

Date of Application: _____

Requested Date(s): _____

Requested Location(s): _____

Club/Organization Name: _____

Club/Organization Address: _____

Applicant Phone Number: _____

Applicant Fax Number: _____

Target Group (Students, Staff, Faculty): _____

Please provide a brief description of intent and purpose of event:

Permit Type: _____

- Voter Registration
- March
- Demonstration
- Speech
- Distribution of Written Materials

I hereby, acknowledge receipt of a copy of the Georgia Perimeter College Free Speech Policy and agree to abide by the standards set forth. I further acknowledge that failure to abide by the rule by myself or by a representative of the organization will result in the withdrawal of the permit.

Applicant's Name (Printed): _____

Applicant's Email Address: _____

Applicant's Signature: _____ Date: _____

COLLEGE USE ONLY

Approval has been granted to: _____

College Representative's Name (Printed): _____

College Representative's Signature: _____

**STATE OF GEORGIA
COUNTY OF DEKALB
GEORGIA PERIMETER COLLEGE**

LICENSE AGREEMENT

This agreement made and entered into this _____ day of _____ by and between Georgia Perimeter College, (*hereinafter called the "College"*), and

(hereinafter called the "Licensee")

WITNESSETH THAT:

WHEREAS, the Licensee desires to temporarily occupy and utilize certain of the College's hereinafter described properties and facilities; and WHEREAS, the College is willing to permit the Licensee to temporarily occupy and utilize said properties and facilities, but upon the promises, covenants, and agreements hereinafter set forth, NOW, THEREFORE, in consideration of the premises and their mutual promises, covenants, and agreements hereinafter set forth, the parties agree:

PREMISES INVOLVED

1. The premises covered by this temporary occupancy and use permit, or license is (are)

Located on _____ Campus of:

GEORGIA PERIMETER COLLEGE
Street address
City, state, zip code

Certain facilities may require an attachment with additional use stipulation and regulations.

This agreement will not be valid without the attachments listed here:

(If none are required so indicate with "N/A")

TIME OF USE

- 2. The date and time when the Licensee shall be permitted to occupy, use and enjoy the above-described premises shall be:

Date(s):	From:	To:
_____	_____	_____
_____	_____	_____
_____	_____	_____

CONSIDERATIONS

- 3. In consideration of College’s willingness for the Licensee to occupy, use, and enjoy the premises as above indicated, the Licensee agrees to pay the College the sum of \$ _____, such sum to be paid to **Georgia Perimeter College** by submitting payment to the Facilities Manager at the address listed above no less than 5 business days before the first day of the event.
- 4. All sales of goods or services are subject to a commission charge of _____% of gross sales, or the sum of \$ _____, whichever is greater.

USE

- 5. The permit given by this license is for the purpose of _____
_____ and none other.

NONASSIGNABILITY

- 6. The permit, use, and occupancy provided for hereunder shall not be assigned by Licensee to any other corporation, association, person, or entity.

INDEMNIFICATION AND INSURANCE

- 7. Licensee agrees to indemnify and save the College harmless from and against any and all liability or loss due to death or personal injury to any person, or from damage to the property of either the College or any other person or corporation arising from or out of Licensee’s temporary occupancy and use of the premises, regardless of fault. College shall not be liable to Licensees in damages, or otherwise for injury, or loss suffered by any Person arising from and defect in construction, maintenance, or operation of these premises.

8. The Licensee shall, at its own cost and expense, obtain and maintain public Liability insurance covering the period of its occupancy and use of the Premises, such Insurance to be obtained from a responsible insurance company legally licensed and Authorized to transact business in the State of Georgia, with limits of not less than \$1,000,000.00, for all damages arising out of bodily injuries to death of one person, a total of \$3,000,000.00 for all damages arising out of bodily injuries or death of two or more persons in any one accident, and a limit of not less than \$3,000,000.00, for all damages to or destruction of property in any one accident. This public liability policy shall insure the College and the Licensee against any liability, damage, claim or demand in any way arising out of or in connection with Licensee's occupancy or use of the premises under this agreement. Licensee shall furnish the College with a copy of the policy and evidence of full payment of the premium thereon prior to occupancy and use of the premises, and said policy shall have a clause showing that the insurance is in force and cannot be cancelled prior to the occupancy and use of the premises by the Licensee in the absence of written notice by the insurer to the College prior to the occupancy and use of the premises by the Licensee pursuant to this License Agreement.

LICENSE TERMINATION

9. Failure to abide by the conditions of this agreement may result in the cancellation of the event and removal from the property if such action is deemed in the best interest of Georgia Perimeter College by the Campus Administrative Dean, Public Safety Manager, or Facilities Manager.

IN WITNESS WHEREOF, The parties have caused this license agreement to be signed BY:

Facilities Manager, GEORGIA PERIMETER COLLEGE *DATE*

Director of College/Auxiliary Services, GEORGIA PERIMETER COLLEGE *DATE*

Dean of Student Services, GEORGIA PERIMETER COLLEGE *DATE*

AND BY:

(Representing Licensee) *DATE*

Address of representative _____

Phone(s) _____ Fax _____

AND:

(Authorized On-Site Agent for Licensee) *DATE*

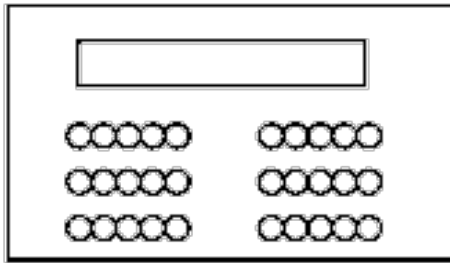
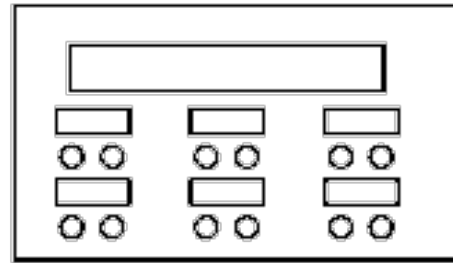
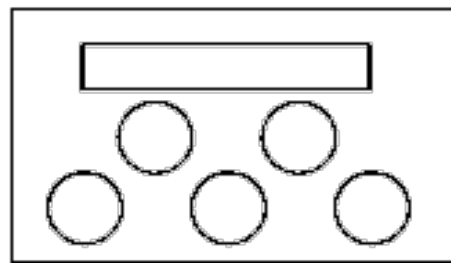
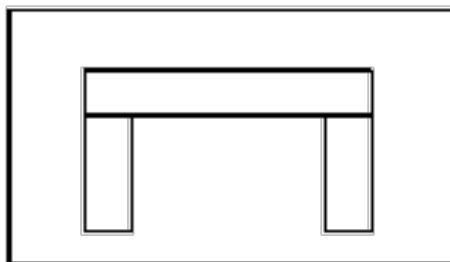
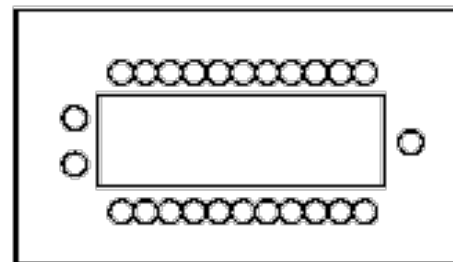
Address of agent _____

Phone(s) _____ *fax* _____

Approved Caterers List

In order to provide a greater variety of catering options while maintaining the integrity of the Georgia Perimeter College Catering Program, we have established an Approved Caterers List. These caterers meet all of the eligibility requirements established by Georgia Perimeter College and are permitted to conduct business on our campuses. It is important that approved caterers are used for functions on campus. Approved caterers have met insurance and sanitation requirements. Approved caterers assume liability for the food and employees at the event. Use of unapproved caterers shifts insurance and legal liabilities to the event. Should legal or insurance issues arise as a result of the actions of an unapproved caterer, the event sponsor will be held personally responsible for loss, suffering, and damage. It is the responsibility of the event sponsor (the individual booking the event), not the caterer, to obtain the necessary permission to use facilities and to arrange for room setup and cleanup.

To view the most recent Approved Caterers List, please go to www.gpc.edu/~gpccs/catering

SET-UP ARRANGEMENTS**Theater Style****Classroom Style****Round Tables****"U" Shaped Table****Conference Style**

Select the seating arrangement that will best suit your function.

Theater style provides the maximum seating capacity.

Classroom style is good for lectures and training seminars. There is plenty of room for note taking and water service.

U-Shape and Conference styles are used for training sessions that require group interaction. It allows everyone to see each other and the table top is available for note taking.

Round Table style is best used for luncheons and dinners. It allows space for decoration and conversational atmosphere.

Georgia Perimeter College Facilities Policy Manual

900 FACILITIES -- Under Revision

914.05 Guidelines for Use of Georgia Perimeter College Facilities

915 Interim Procedural Guidelines for Use of the Jim Cherry Learning Resources Center (JCLRC)

916.01 The Allocation and Reallocation of Building Space

Georgia Perimeter College Human Resources Policy Manual

802.1610 OUTSIDE ACTIVITIES –Business activity with the State

Georgia Board of Regent's Facilities Policy Manual

914.01 POLITICAL CAMPAIGNS

The president of each institution may authorize the use of institution facilities for political speeches. However, such use shall be limited to meetings sponsored by recognized organizations of the institution and shall be held only at places designated by the president.

The use of System materials, supplies, equipment, machinery, or vehicles in political campaigns is forbidden. (BR Minutes, 1976-77, p. 257) *BOR Policy Facilities Manual cross reference: 910.06*

914.02 FOR PERSONAL USE

Personal property owned by an institution shall be used only for institutional purposes. No employees in the University System shall permit such property to be removed from the campus of an institution for use on either a rental or loan basis for personal use. (BR Minutes, 1949-50, p. 109) *BOR Policy Facilities Manual cross reference: 910.09*

914.03 BY UNAFFILIATED OUTSIDE PARTIES

When an outside party requests permission to use a campus facility for an event which is not contrary to the mission of the institution but which holds a potential for harm to the participants as a result of which a liability could be incurred, the president of the institution shall require the completion of a license agreement including a properly executed indemnification and liability insurance agreement (an approved form of License Agreement may be from the Chancellor's Office). *BOR Policy Facilities Manual cross reference: 910.08*

Property to which title is held by the Building Authority of the State of Georgia and which is leased to the University System cannot be subleased or rented. It is permissible to license an outside party to use it for a purpose consistent with the mission of the institution in return for out-of-pocket costs for utilities and custodial services. *BOR Policy Facilities Manual cross reference: 911.02*

915 LEASING AND MODULAR-TEMPORARY BUILDINGS

915.01 LEASING

It is the intention of the Board of Regents to insure that currently owned space within the University System is utilized with the greatest efficiency. The Board of Regents wants to assure that campuses lease space only when it is appropriate to do so given the nature of the space needed, location of programs and the space demands on the campus. When leasing is required, the Board of Regents also wants to assure the rental rates are cost-beneficial. *BOR Policy Facilities Manual cross reference: 911.02*

As campuses have primary responsibility for space management, it is incumbent on campuses to assure adequate review of each leasing decision. Campuses are to establish review procedures which assure that all available space on campus is utilized to maximum benefit and that leased space is sought only when there is no appropriate space available on campus; when the program requires an off-campus site; when it is more economical to lease than build additional space; when no other campus has appropriate space which may be used; or when there are other extraordinary circumstance which require leasing. *BOR Policy Facilities Manual cross reference: 911.02*

Campuses are charged with assuring they obtain the best rental rates in the area where leasing is to occur and to negotiate multiple year renewal options when possible. (BR Minutes, August, 2007)

Campuses are to report annually on all leased space to the Office of Facilities, the Board of Regents which will exercise oversight on leasing activity. The report should be submitted in conjunction with the submittal of capital budget request. *BOR Policy Facilities Manual cross reference: 911.03*

The following policies shall govern the leasing of laboratory and research facilities:

- A. The president of each institution may recommend to the Chancellor the leasing of laboratory and research facilities owned by the University System to private businesses, companies and corporations for the purpose of small business and economic development during times when such laboratory and research facilities are not in use by the institution as authorized by Georgia laws 1987, pp. 848 and 1020.
- B. The president shall certify that the proposed lease of such laboratories and/or facilities does not adversely affect or impact on the institutional or research programs at the institution, or conflict with the academic and service mission of the institution.
- C. Such leases shall be in writing and shall be consistent with guidelines promulgated from time to time by the Chancellor.
- D. (BR Minutes, 1987-88, p. 139) *BOR Policy Facilities Manual cross reference: 910.04*

Personnel Services Rates

Personnel	Rate Per Person 3 hr minimum
	All Campuses
Police Officer	\$30/hr.
Security Guard	\$25/hr.
Technology Support Specialist	\$20/hr.
Maintenance	\$25/hr.
Custodial	\$20/hr.
Grounds-keeping	\$20/hr.
Stage Manager	\$18/hr.
Stage Technician	\$12/hr.
Load-In Technician	\$15/hr.

Facilities Rental Rates

Type of Space	Capacity / Rate				
	Alpharetta	Dunwoody	Decatur	Clarkston	Newton
Gymnasium	-----	600 persons \$250/hr	1100 persons \$250/hr	1100 persons \$250/hr	-----
Student Center	-----	150 persons \$100/hr	150 persons \$100/hr	150 persons \$100/hr	150 persons \$100/hr
Small Lecture Hall	60-62 persons \$90/hr	56 persons \$90/hr	75 persons \$90/hr	50 persons \$90/hr	-----
Large Lecture Hall	-----	60 persons \$110/hr	120 persons \$110/hr	220 persons \$110/hr	-----
General Small Classroom	25-30 persons \$50/r	30 persons \$50/hr	30 persons \$50/hr	30 persons \$50/hr	30 persons \$50/hr
General Large Classroom	35-50 persons \$50/hr	35-40 persons \$50/hr	-----	35-55 persons \$50/hr	65 persons \$50/hr
Cole Auditorium	-----	-----	-----	500 persons \$500/hr	-----
Regular Auditorium	-----	275 persons NC1100 \$200/hr	-----	247 persons CL 1100 \$200/hr	144 persons 2NI100 \$200/hr

Type of Space	Capacity / Rate				
	Alpharetta	Dunwoody	Decatur	Clarkston	Newton
Conference Room	-----	10-15 persons \$50/hr	25 persons \$50/hr	10-12 persons \$50/hr	20 persons \$50/hr
Large Conference Room	-----			36-59 persons \$50/hr	
Atrium/ Lobby/ /Gazebo Areas		Gazebo \$50/hr	-----	Fine Arts Lobby/ JCLRC Rotunda \$50/hr	Lobby - 1N & 2N \$50/hr
Tennis Courts	-----	8-10 courts ALTA/USTA Teams - \$500/season	4 courts ALTA/USTA Teams - \$500/season	8 courts ALTA/USTA Teams - \$500/season	-----
Soccer Field	-----	TBD	-----	TBD	-----
Baseball Field	-----	-----	-----	-----	TBD
Softball Field	-----	-----	-----	-----	TBD

Event Technology Services Rates

Equipment	*Rate
	All Campuses
Portable Sound System	\$30/hr. (not to exceed \$60)
CD Player	\$20/day
Microphone/Stand	\$20/day
Wireless Lapel Microphone (limited availability)	\$30/day
Transparency Projector/Screen	\$20/day
Slide Projector/Screen	\$20/day
TV VCR/DVD Unit (25" minimum TV)	\$30/day
Data/Video Projector/Screen	\$75/hr. (not to exceed \$200)
Flipchart/Markers	\$20/day
Downlinks for Teleconference (In certain rooms)	\$75/hr.

*Prices include setup only / Technician fees accessed separately