

North Georgia College & State University Advancement Office
ALUMNI CENTER POLICY AND PROCEDURE GUIDE

I. INTRODUCTION

The use of the Alumni Center or its property is available to the alumni, faculty, administration, staff and students for *official* University events. **The presence of a faculty/staff adviser for student organization use is required.** (The Alumni Center cannot be scheduled for functions on special University event days such as Gold Rush or Parents-Alumni Weekend except for functions relating to the special event.)

II. GUIDELINES

- A. Meetings/conferences, special receptions and luncheons are limited to evenings and/or weekends. Usage during regular business hours requires special permission from the Vice President of Advancement. These type functions are limited to the back patio and garden room. Office and work related space is off limits at all times.
- B. Entertaining is limited to evenings and/or weekends unless special permission is obtained from the Vice President of Advancement.
- C. Use of the Alumni Center's property such as china, silver, etc. is restricted to its location. Property usage away from the facility requires special approval from the Vice President of Advancement and a deposit, which will be decided at the time of the request.
- D. Supply items (i.e., napkins, coffee, condiments, ice, etc.) are not provided.
- E. The Vice President of Advancement must approve any furniture that requires movement to another area of the building. Renter is responsible for coordinating the movement of furniture and it must be returned to its original location prior to the next business day.
- F. The Advancement staff are not event planners, therefore the rentor should handle all plans, coordination, etc.
- G. The rental fee is \$250.00 for 4(four) hours. Along with the rental fee is the requirement to have an off duty officer attending the events that include alcohol.

III. SCHEDULING AND RESERVATIONS

- A. All requests for use of the Alumni Center and/or its property must be made at least one month ahead of the event by contacting Pamela Stoffel with the Advancement Office at 706-867-2873. Normal hours of operation are Monday through Friday, 8:00 a.m. to 5 p.m.
- B. The scheduling of events will be at the discretion of the Advancement Office.

- C. The attached reservation form to reserve the public areas of the Alumni Center and/or its property must be filled out completely before authorization is granted.
- D. For student events, a sponsor/advisor must be present during the event.
- E. Arrangements must be made with Public Safety prior to the date of the event for access into the Alumni Center and to inform them of any parking needs.
- F. There is **no alcohol** allowed for student events.
- G. Upon reading/acceptance of these policy and procedure's, please contact Pamela Stoffel at 706-867-2873 to arrange a walk through of the Alumni Center and signing of this agreement.

IV. RESPONSIBILITIES

A. The person reserving the facility will assume all responsibility including the:

1. Safety of the Alumni Center and/or its property.
2. Cleaning and returning the center, grounds and all property to the same condition as prior to the event.
3. Turning off the lights after the event.
4. **Locking all outside doors.**
5. Gather trash bags, tie securely, and leave at trash pick up point.

B. If any of the above conditions are not met, the user will be subject to a \$200.00 clean-up fine and the loss of the privilege of using the Alumni Center for future events.

C. The responsible party using the center is liable for all damages and theft. They are also responsible for their members/guests to make certain they comply with these policies.

D. North Georgia College & State University and the Advancement office assume no liability for injuries sustained by individuals participating in private or school activities conducted at the alumni center.

V. COURTESY

The Alumni Center contains several advancement staff offices. Therefore, **the following is required unless otherwise authorized:**

1. No unauthorized entry into office areas downstairs or upstairs.
2. No unnecessary noise during regular business office hours.
3. No use of in-house computers or equipment.

VI. VIOLATIONS

Any group/person responsible for an event not following the aforementioned policies regarding scheduling and responsibilities will be warned of the violation. The Advancement Office reserves the right to reject future requests of the individual and/or group not adhering to these policies.

I have read and understand the aforementioned policies and agree to abide by them.

Signature

Date

Alumni Center Reservation Form

Type of Function: _____

Number of People Invited/Expected: _____ / _____

Date and Time of Function: _____

Organization/Person Requesting: _____

Faculty/Staff Advisor (student organizations only): _____

I, _____, fully understand the liability and responsibilities involved in reserving the Alumni Center and its property as stated in the Alumni Center Policy and Procedure Guide.

Contact Person: _____

Address & Phone: _____

Signature: _____

Date: _____

Office Use Only

Date Request Received: _____

Date Approved/Disapproved: _____

Check # and Date Received: _____

Signature: _____

