

Middle Georgia State University Use of Space by Outside Parties

General Policy

As part of its mission, Middle Georgia State University (MGA) seeks to enhance the region through professional leadership, innovative partnerships and community engagement. One of the ways MGA advances these objectives is by promoting the use of space on campus by community members, organizations, and partners, including government, non-profit, and corporate groups, as well as individuals organizing community or private functions.

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Available Space

A description of event space available

Use of University

- Space on MGA property will be denied to organizations whose previous conduct violated any portion of an agreement with the university, MGA or Board of Regents (BOR) policies, local, state, or federal laws or regulations, or if the requesting group or individual has been involved in interference with educational activities, property damage, or personal injuries.
- Space on MGA property will not be made available for advocacy directed to inciting or producing imminent lawless action, or which is likely to incite or produce such action.
- Sales of goods and/or services by outside organizations are strictly prohibited unless approved in advance by the MGA Director of Auxiliary Services.

Usage Fees

Outside parties holding events and conferences on the Macon Campus will receive an estimate of usage fees from the Conference Center Director upon submission of a Request for Reservation.

Outside parties using space on MGA property outside the Macon Campus will be assessed space usage fees ranging from \$15 to \$660 based upon:

- the size and type of space;
- amenities provided (such as videoconferencing or receipt/storage/shipment of materials);
- duration of use (including any surcharge for security or access outside business hours); and
- the type of use.

- the meal provided;
- menu selected;
- other catering amenities needed (such as tablecloths, etc.); and
- the type of entity requesting food (government/non-profit v. corporate/private).

Quotes and options for special items beyond basic menu offerings will be provided during the course of finalizing details pursuant to a contracting party's request.

Space Usage for Day and Overnight Camps

As an institution of higher education, MGA welcomes use of university space for camps promoting learning, creativity, and athletics. Outside parties hosting camps on university property must abide by all policies cited herein. Moreover, in addition to a Space Usage Agreement, the host of a camp on MGA property must sign a Camp Agreement at the time of reservation, and a Recreational Facilities Use Agreement if needed.

All camps held on university property are administered through Auxiliary Services. Camp rates for facilities, food, and lodging start at \$40/day per participant. Please contact the Director of Auxiliary Services for specific quotes.

Decorations

For events hosted at the Conference Center, staff can assist with arranging for purchase of freshly cut flowers, centerpieces, and other decorations. At other university locations, no such event planning or conferencing support is available. For all MGA venues:

- No decorations may be hung from the ceiling or placed on walls;
- All candles must be globed; and
- The use of glitters or confetti is prohibited.

Posters and Signage

Directional signs and/or banners are permitted with prior approval by Conference Center staff (in Macon) or Campus Affairs staff (on all other MGA property). The Conference Center also has easels available for display of posters or signs during events and meetings in Macon. No signs or posters may be pinned or taped to doors or walls. Tacks, nails, or screws may not be used for any purpose on university property.

Pre-Event Shipments

Shipments of materials for events must be approved in advance by Conference Center staff (in Macon) or Campus Affairs staff (on all other MGA property). A labor charge may be assessed for unloading and temporary storage of event materials. No shipments will be accepted more than 48 hours prior to an event and all materials must be picked up or returned (labor for shipment and postage billed to event organizers) within 48 hours after the event.

Security

MGA reserves the right to require extra security at any event held by outside parties on its property, depending upon the nature of the event. These services are billed at an

Attendees should park in the student parking lots adjacent to the event location. Outside parties using the facilities during business hours should avoid parking in spaces reserved for visitors or faculty and staff.

Confirmation and Payment

A reservation is not confirmed until a signed Space Use Agreement is signed and a 50 percent deposit has been received by the university. The deposit will be deducted from the final bill. Exceptions to the deposit requirement can be made for the Conference Center and Macon Campus by the Chief of Staff, or for other University space by the University Counsel & Campus Affairs. The university reserves the right to release unconfirmed reservations 30 days preceding an event.