I. Purpose

a. The Purpose of The Coliseum Booking and Rental policies and procedures is to provide a consistent and transparent reservation and rental process for The Coliseum arena, classrooms, concourses, and other meeting spaces for official university events. To set a basic priority, it is imperative that all non-core requests be communicated and discussed with our core partners (academics and athletics) prior to the confirmation of an event date. If a reservation request is made, the space will have to be processed by our core partners as well as approved by The Coliseum Administration.

II. Booking Procedures (All groups)

a. For any event space in The Coliseum, a group/organization/department must fill out an on-campus/off-campus Reservation Request Form found online at http://www.westga.edu/coliseum/coliseum_reservations.php

b. To determine which form to fill out, the group must determine whether they are considered an on-campus organization or an off-campus organization as defined below:
   i. On-Campus
      1. Student Organization-Must be currently registered by and in compliance with the Center for Student Involvement, and have approval from organization’s advisor to reserve space in The Coliseum.
      2. Department- A division of the University of West Georgia.
   ii. Off-Campus
      1. Any organization not deemed On-Campus

c. Event organizer must submit the correct Reservation Request Form to The Coliseum Administration in the appropriate time frame:
   i. On-Campus- At least seven days in advance for meeting space, 30 days in advance for events
   ii. Off-Campus- At least 30 days in advance for all types of reservations

d. The Coliseum Administration will review the Reservation Request Form and plan a meeting with the event organizer and any other parties deemed necessary (police, risk management, etc.).

e. Production and prices (based on the rate card found at http://www.westga.edu/assetsAdmin/coliseum/Rate_Sheet.pdf) will be discussed and agreed upon at event meeting.

f. A Facility Use Agreement will be generated by Coliseum Administration and sent for review to The Office of Risk Management and other University departments if needed.

g. The Coliseum reserves the right to charge a non-refundable deposit equal to 50% of the estimated fees. The reservation will not be confirmed until:
   i. The Facility Use Agreement has been reviewed and signed by all parties.
   ii. The non-refundable deposit has been received.
iii. A Certificate of Insurance has been submitted to Coliseum Administration.

h. All changes in event set up or times must be submitted to The Coliseum Administration at least 7 days before the event.

i. An invoice for any charges will be sent no later than 10 days after an event and must be paid within 30 days.

III. Policies (All groups)

a. Reservation Request Form:
   i. Before any action can be taken, a Reservation Request Form must be completely filled out and submitted to The Coliseum Administration.

b. Co-sponsoring:
   i. Per University Policy, co-sponsoring an event is prohibited at the University of West Georgia.
   ii. Co-Sponsoring can be defined as an off-campus group funding an event for an on-campus group.

c. Space Available for Reservation:
   i. Arena Floor: all courts
   ii. Atrium (West Concourse)
   iii. Concourses: North, South, and/or East
   iv. Lecture hall: 2100
   v. Skyboxes: 3006, 3008, and/or 3009

d. Communication:
   i. All communication, including changes and cancellations, must be through the event contact listed on the Reservation Request Form. No changes will be made without their approval.

e. Cancellation:
   i. All cancellations must be made to The Coliseum Administration office no later than 72 hours in advance of the scheduled event and must be submitted by the event contact listed on the reservation request form
   ii. If an organization fails to cancel an event and does not utilize the reserved space, The Coliseum Administration may assess a fee.

f. Event Planning Meeting:
   i. If deemed necessary by The Coliseum, an organization must meet with a representative from The Coliseum Administration before each event. Failure to meet will result in forfeiture of reserved space.
   ii. During said meeting, depending on the size and scope of the event, additional production charges may be assessed by The Coliseum Administration.

g. Reservation Priority:
i. Reservations will be held on a first come first serve basis; however, a basic priority list, as set by the university, is as follows:
   1. Academic Classes
   2. Major University Events
   3. Athletic Competitions
   4. Meetings and events associated with academic programs
   5. Any Student Activities event
   6. Registered Student Organizations
   7. Off-campus not-for-profit groups
   8. Off campus-for profit groups

h. Event Management:
   i. Designate and make known to Coliseum Administration who is in charge of the event.
   ii. Restore facilities used to former condition and remove all equipment and property belonging to the renter immediately following the event.
   iii. Provide adequate, trained personnel to manage the event.
   iv. Plan and execute the event in a safe and responsible manner.

i. Operations Staffing:
   i. Set up and tear down of all department assets will be conducted solely by The Coliseum staff.
   ii. Each event will be staffed by a minimum of 1 member of The Coliseum.

j. Reservation Agreements:
   i. All set ups and events must be approved by The Coliseum Administration as well as any parties deemed necessary for the operation of the event (i.e. Risk Management, University Police, Food Services, etc.).
   ii. Until all parties involved have approved the event, there is no legal or binding agreement between The Coliseum and the organization reserving the space.

k. Exchanging Reservations:
   i. Groups may not exchange dates without approval from The Coliseum.
   ii. In the event two parties would like to exchange dates, both event contacts must contact The Coliseum Administration and both event contacts must agree to exchanging dates.

l. Conduct:
   i. The sponsor/contact of the event/reservation is solely responsible for the conduct and actions of the participants. The Coliseum takes no responsibility for actions of participants.
   ii. Participants must follow all facility and university policies as well as all state and federal laws.

m. Rental Period:
   i. The scheduled event is limited to the reservation times listed on the Reservation Request Form. An additional fee of $50 per hour may be assessed if event extends past scheduled times at the discretion of The Coliseum Administration.
n. **Damaged Items/Assets/Property:**
i. Depending on the severity and type of damage occurring to items, assets, or property belonging to The Coliseum, an additional repair fee will be assessed at the discretion of The Coliseum Administration.

o. **Tables/Chairs/Trashcans/Bathrooms:**
i. All Tables, Chairs, Trashcans, and Bathrooms available in The Coliseum will be provided to the event sponsor.
ii. Coliseum Administration will assist in determining the placement of tables, chairs and the number of accessible facilities.
iii. A set up fee may be applied for assembly style seating for large events at the discretion of Coliseum Administration.

p. **Food Services:**
i. Only UWG Catering (ARAMARK) is authorized on The Coliseum property as a catering service.
ii. Contact UWG Catering at catering@westga.edu or by phone at 678.839.5981 for more information.
iii. Unless authorized, no food or drink is permitted within space provided by The Coliseum. The group holding the event is responsible for any damage and repair costs due to unauthorized food and drink.

q. **Ticketing:**
i. Organizations have the option to host a ticketed event; however, The Coliseum Administration must grant approval.
ii. For ticketing services, contact Townsend Center of Performing Arts by phone at 678-839-4722.

r. **Open Flames:**
i. Open flames and candles are not permitted in any area of The Coliseum.

s. **Decorations:**
i. All decorations must be flame resistant and are subject to approval by The Coliseum Administration, which will be discussed at the event meeting.
ii. Due to safety concerns, windows and doors may not be covered.

t. **Prohibited Items:**
i. Alcohol: Possession and consumption of alcohol in The Coliseum is prohibited.
ii. Tobacco: the use of all forms of tobacco products on University property is expressly prohibited. “Tobacco Products” is defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco such as hookahs or simulate the use of tobacco such as electronic cigarettes.
iii. Animals: Animals are not permitted in The Coliseum unless they are service animals assisting a disabled guest.
iv. Bags and Coolers: Duffels, other large bags and coolers are not permitted in The Coliseum. If you arrive with such items you will be requested to return those items to your vehicle. If accommodations need to be made for medical reasons, please contact The Coliseum Business Office at least 24 hours in advance of your arrival to The Coliseum. All bags and purses brought into The Coliseum may be subject to a search by Coliseum security or crowd control personnel.

v. Balloons, air horns or other artificial noisemakers.

vi. Firearms and Weapons: No firearms or weapons of any kind are permitted in The Coliseum.

vii. Handouts: The distribution of promotional items, handbills, flyers, pamphlets, printed materials, as well as the solicitation of signatures is not permitted on The Coliseum premises without the express written consent of the University of West Georgia.

viii. Large signs or banners may not be displayed on The Coliseum premises unless approved by Coliseum Administration.

u. Wireless Internet:
   i. Wireless internet is provided by the University; however, all groups without an official university login should let The Coliseum administration know of their wireless internet needs within 14 days of the event. Wireless internet service is not guaranteed, and The Coliseum will not be responsible for service interruption.
   ii. A single use specific password will be generated by ITS for the event.

v. Wired Internet:
   i. Wired internet is available throughout the concourse area and can be used for tabling events. Please let The Coliseum know of your needs within 14 days of the event. Wired internet service is not guaranteed, and The Coliseum will not be responsible for service interruption.

w. Event Marketing:
   i. Please do not release any information stating your event will be held in The Coliseum until you have received written confirmation of the dates requested for your event.
   ii. Please complete the form at http://www.westga.edu/ucm/968.php through The Office of University Communications and Marketing if you are seeking permission to take photos or videos on the University of West Georgia campus.

x. Third Party Vendors:
   i. Request approval for any third party sponsorships, merchandise sales, exhibitors or entertainment acts a minimum of 30 days prior to event. Any business agreements made between renter and third party entities for the purpose of the event are subject to the Department of Auxiliary Services terms and conditions. Unauthorized vendors or vendors not in compliance with the agreed upon terms and conditions will be asked to leave the premises.
   ii. Any equipment required by the renter or subcontractors of the renter not provided by The University shall be supplied by and paid for by the renter. The Coliseum will not be responsible for accepting any deliveries, assisting with load in/load out or the set up/teardown of any equipment provided by the renter.

IV. On-Campus Departments/Organizations
a. **Reservation Request Form:**
   i. On-Campus organizations must fill out the On-Campus Reservation Request Form found online at [http://www.westga.edu/coliseum/coliseum_reservations.php](http://www.westga.edu/coliseum/coliseum_reservations.php)

b. **On-Campus Classification:**
   i. To reserve space in The Coliseum as an On-Campus organization:
      1. The student organization must be registered through the Center for Student Involvement. For more information visit [www.westga.edu/CSI](http://www.westga.edu/CSI).
      2. The Department must obtain approval from the department head/organization advisor.
      3. The Department/organization must have access to their account number in order to pay any charges.
      4. There shall be no co-sponsored events held at the Coliseum.

c. **Meetings and Costs:**
   i. After submitting the Reservation Request Form, the Event Contact must meet with The Coliseum Administration to discuss Space and Pricing if necessary. A basic overview is listed below:
      1. Event Space in The Coliseum: No charge
      2. Staffing during set-up, tear-down, and operation of times listed for event:
         Included in Rental Fee
      3. Production Costs: Vary but includes prices for:
         a. Tarps
         b. Bleachers
         c. Stage
         d. Assembly Style Floor Seating
      4. Additional charges include but are not limited to
         a. Event Management Services
         b. Custodial Services
         c. Police
         d. Sound/Light Production
         e. Jumbotron/Video Replay services

d. **Large Event Forms:**
   i. Events that may attract a large number of attendees must also go through the large event registration process with the Center for Student Involvement. More information can be found online at [http://www.westga.edu/csi/index_4565.php](http://www.westga.edu/csi/index_4565.php).

e. **Collaboration Costs:**
   i. Costs of collaboration with other University Entities (UCM, Pub and Print, University Police) will not be handled by The Coliseum but should be negotiated between the Department/Organization and the University Entity.
   ii. There may be additional costs billed from other departments.

f. **Billing:**
i. Costs incurred by On-Campus Departments/Organizations will be paid via expenditure transfer to The Coliseum.
ii. The approval of the Department Head/Organization Advisor provided on the Reservation Request Form will be used to initiate the on-campus budget transfer.

V. Insurance

a. The Event Manager, along with the UWG Risk Manager, will determine if an event held in The Coliseum requires insurance for the event. Standard insurance requirements for events are $1 million per occurrence and $2 million aggregate per occurrence, but is subject to change as deemed by Coliseum Management. If insurance is required:
   i. The Insurance must be date specific and in the name of the organizer/promoter.
   ii. If an organization/promoter does not have insurance, it can be purchased through the Tenant’s and Users’ Liability Insurance Policy at the following link https://www.urmia.org/tulip/tulip.cfm?

VI. Base Rate Information

a. Rentals (For Profit/Not For Profit):
   i. Arena:
      1. Daily: $1,250 / $1,000 per day
      2. 1-2 Courts: $125/$120 per hour
      3. 3-4 Courts: $250/$200 per hour
   ii. Atrium:
      1. 1-4 Hours: $200/$150 per hour
      2. Over 4 hours: $300/$300
   iii. Concourses: E/S/N:
      1. 1-4 Hours: $200/$150 per hour
      2. Over 4 hours: $300/$300
   iv. Skybox Classrooms (per Room):
      1. 1-4 Hours: $75/$50 per hour
      2. Over 4 hours: $125/100
   v. Lecture Hall:
      1. 1-4 Hours: $125/$100 per hour
      2. Over 4 hours: $250/$200
   vi. Classroom 2120
      1. 1-4 Hours: $75/$50 per hour
      2. Over 4 hours: $125/$100

b. Production Expenses:
   i. Bleachers: $75 per bank of bleachers
   ii. Tarps: $75 per court
   iii. Stage:
      1. 16’ x 16’ stage: $50
      2. 24’ x 24’ stage: $75
      3. 40’ x 32’ stage: $100
   iv. Assembly Style Floor Seating: $50 per 100 Chairs

c. Additional Services (as deemed necessary by Coliseum Management):
   i. University Police: $30/Hour for each officer
ii. Argus Security
iii. Custodial (minimum of two per event): $29/Hour for each employee
iv. Electrician: $48/Hour for each employee
v. HVAC: $15 system set up
vi. University Parking Personnel: $18/Hour for each employee

Contact Information:

Please contact The Coliseum Administration at coliseum@westga.edu or call 678-839-5105. The listed policies, procedures, and sample expenses are subject to change. For up to date information, please contact The Coliseum Administration.