CAMPUS CENTER TERMS AND CONDITIONS
OFF-CAMPUS GROUPS

- **Payments and Deposits**
  - UWG CAMPUS CENTER requires a reservation deposit to guarantee event space. For most events, the deposit is equal to 50% of the total contract price. This deposit is applied to the event balance. Deposit is non-refundable.
  - **Final payment shall be made within one week of the event and no later than the last business day prior to the event. Failure to do so may result in event cancellation.**
  - Any changes in expected attendance, set up requirements must be given to the Assistant Director of the Campus Center with a minimum of 34 hours in advance of scheduled event.
  - Clients renting the ballroom will have one (1) hour after the end of the event to clean and exit facilities. Extension beyond this period will result in a late fee of $80 per hour.

- **Decorations**
  - Clients are permitted to decorate on the day of the event at no extra charge. If a client wishes to decorate on the **day before the event**, they will be assessed an additional charge. Pre-event decorating is available at a fee of $250 for a four hour block of time up until the closing time of the facility.
  - Decorations in the Campus Center will either be free standing or table top.
  - No pasting, taping, nailing or otherwise attaching any items to walls, ceiling or furniture is permitted. No rice, bubbles, glitter, sand, processed snow, birdseed or other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside facilities.
  - UWG CAMPUS CENTER does not allow the use of hazing/fog machines or balloons as they can set off alarm/fire detectors, etc. Of course no fireworks of any kind are allowed on campus.

- **Cleaning and Damages**
  - The client is expected to return facilities and property in the same condition that they were provided. Damages in excess of “fair wear and tear” will be assessed based upon replacement costs of damaged property.
  - Clients renting the ballroom will have one (1) hour after the end of the event to clean and exit facilities. Extension beyond this period will result in a late fee of $80 per hour.
  - A clean up fee of $300 may be accessed if conditions are not met.

- **Third Party Providers including Caterers**
  - Only Aramark Education Services, Inc. is authorized on the UWG CAMPUS CENTER Property.
  - Cheryl Lane, Catering Manager can be contacted by email at catering@westga.edu or by phone: 678-839-5981
TERMS AND CONDITIONS

❖ Institutional Policies

❖ UWG CAMPUS CENTER is a tobacco-free campus. Possession or consumption of any alcohol or illegal drugs is prohibited on all property.
❖ UWG CAMPUS CENTER has a zero tolerance policy on weapons. Any person transporting a firearm or other weapon onto UWG CAMPUS CENTER property – knowingly, by accident or through ignorance of the policy – is subject to immediate arrest.
❖ Some events may require security personnel to be present. UWG CAMPUS CENTER maintains the right to require security for any events the university deems appropriate.
❖ Pets or animals are not permitted on UWG CAMPUS CENTER grounds except for seeing-eye dogs.
❖ No open flames or any kind are allowed.
❖ No red or purple colored punch or sodas are permitted since the color can permanently stain carpet. Light colored punch/sodas such as lemon or lime are permitted.
❖ UWG CAMPUS CENTER maintains the “the leave it as you found it policy”. For events not catered clients are responsible for all clean up.
❖ Any guests found drinking/intoxicated will be removed. If this happens the proper personnel will handle this. Same thing for any disruptions.
❖ No one is allowed to arrive by helicopter or horse drawn carriages due to safety precautions and other problems. Off road vehicles are prohibited from being used as well.
❖ Anyone parked in the loading dock area are subject to be towed at the owner’s expense. Parking is across the street from the Campus Center and should be used so that vehicles are not towed. The loading dock area is a Fire Lane and is the closest point that fire trucks can safely access the Campus Center.
❖ Maps showing designated parking areas are available from the Assistant Director of Operations.

❖ Hold Harmless Agreement

❖ Client agrees to hold the State of Georgia, University of West Georgia or the Campus Center Administration, and their officers and employees blameless in the event of any personal injuries, loss of life, theft or damages arising out of use of contracted facilities.
❖ University of West Georgia is not responsible for damage or loss of any article or equipment kept or left in the Campus Center or classroom before, during or after an event.

❖ Fee Schedule

❖ Ballroom 108  
- 800 Theatre style w/stage $900.00/$750.00
- 400 Banquet style w/dance floor & stage
- 520 Banquet style w/out stage and dance floor

❖ ⅓ Ballroom #108.1&2  
- Seating 600 Theater Style $600.00/$450.00
- Seating 280 Banquet Style

❖ ⅓ Ballroom # 108.2  
- Seating 320 Theater Style $450.00/$375.00
- Seating 144 Banquet Style

❖ ⅓ Ballroom # 108.3&4  
- Seating 250 Theater Style $350.00/$250.00
- Seating 104 Banquet Style

❖ ⅓ Ballroom # 108.3&4  
- Seating 225 Theater Style $350.00/$250.00
- Seating 104 Banquet Style
## TERMS AND CONDITIONS

- **¼ Ballroom # 108.3**
  - Seating 100 Theater Style
  - Seating 48 Banquet Style
  - $175.00/$125.00

- **¼ Ballroom #108.4**
  - Seating 90 Theater Style
  - Seating 48 Banquet Style
  - $175.00/$125.00

  ➢ *(When reserving ½ of the Ballroom, you need to reserve 108.1 and 108.2)*

- **Dance Floor**
  - 15’ x 24’
  - $75.00

- **Setup Charges**
  - 21’ x 30’
  - $100.00
  - 27’ x 36’
  - $150.00

- **Greenery Charges**
  - For requesting Greenery for events
  - $75.00

  ➢ Diagrams are available upon request of room setups. Please see the Assistant Director of Campus Center Operations to view these setups.