CAMPUS CENTER TERMS AND CONDITIONS
ON CAMPUS GROUPS

- **On Campus Groups**
  - On campus groups are not required to place a deposit to reserve a room in the Campus Center. The way that on campus groups confirm their reservation is set is by turning in all the required forms for their event.
  - Groups must also meet with the Assistant Director of Operations seven (7) days or more before their event.
  - All cancellations must be made in writing to the Assistant Director of Operations no later than 24 hours in advance of the scheduled event. Any changes in expected attendance or set up requirements must be given to the Assistant Director of Operations with a minimum of 24 hours in advance of scheduled event. If these requirements are not met, UWG CAMPUS CENTER maintains the right to review all future reservations and determine if they will be able to be held.
  - If an organization fails to let the Administrative Office know of the cancellation or fails to utilize a reserved ballroom, they will incur an $80 charge and all other reservations for the remainder of the semester will be cancelled until the charge has been paid in full (only cash or budget transfer is accepted).
  - *NOTE: ORGANIZATIONS MAY ONLY RESERVE THE FULL BALLROOM 3 TIMES A SEMESTER AND ½ THE BALLROOM 4 TIMES A SEMESTER!!!*

- **Decorations**
  - Clients are permitted to decorate on the day of the event at no extra charge, as long as there is not an event previously scheduled.
  - 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.
  - No candles are allowed to be used in the Campus Center.
  - 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.

- **Cleaning and Damages for all groups**
  - 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 using 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 or excessive cleanup is needed. This fee may be accessed for on campus as well as off campus groups.

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

- **Institutional Policies**
  - UWG CAMPUS CENTER is a tobacco-free facility. 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 of any kind are allowed.
  - 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 situation. Same thing for any disruptions that occur.
  - 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. No one is allowed to drive down the sidewalk and park for the duration of any event in the campus center. This is a Fire Lane.
  - 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.

Tel 678-839-5500 • Fax 678-839-0661 • www.westga.edu
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