The University Recreation (UREC) Administrative Office is responsible for the reservation of all meeting, ballroom and activity space in the Campus Center. The primary objective of the UREC Administrative Office in this capacity is to serve the members of the UWG community including students, faculty, staff, alumni and occasional off-campus organizations.

General Policies

(Requests submitted that do not meet this criteria will be automatically declined)

- All reservations must be made online at www.westga.edu/urec or at the UREC administrative desk located in the Campus Center.
- Reservations submitted are accepted on a first come, first served basis within the priority tier.
- Ballroom reservation requests must be submitted a minimum of 5 business day prior to the date request. Meeting room reservation requests must be submitted a minimum of 2 business days prior to the date requested.
- A request for space does not guarantee usage or approval of space. University Recreation reserves the right to reject any reservation request. Reservation requests will be denied if the organization or event is in conflict with any university policies.
- All reservations for registered student organizations must be approved by the organization president, vice-president, or advisor.
- Organizations will be responsible for adhering to all policies and procedures regarding room capacity, security, conduct, and damages.
- University Recreation prohibits activities that interfere with people entering or exiting the building. In addition, amplified sound may not be projected in an area where it may be disruptive to University business.
- The organization listed on the reservation form will be held liable for damages to the Campus Center and its equipment. Damages to the Campus Center may lead to suspension of reservation privileges and/or future use of the facility.
- All requests for tables, chairs, audio-visual equipment, staging, setup, etc. must be made at the time of the reservation or at a scheduled meeting with the Coordinator of Events (or designee). Any reasonable room setup or equipment changes to the original request must be made at least one week prior to the event. If changes are made after these deadlines, University Recreation reserves the right to deny requested changes or charge the organization for additional labor costs.
- The HPE Gym, conference room 302 and 303 are limited to Campus Center members only. If a reservation requires non-members to access these areas, you must set up a meeting with the Coordinator of Events at least 5 business days prior to event to discuss appropriate access procedures for non-members.
Fees
- Registered Student Organizations and Departments are not charged facility rental fees if the event occurs within normal operating hours. Please visit www.westga.edu/urec for current hours of operation.
- Events which take place outside normal operating hours, requesting special setup/equipment, or require extra staff may be charged additional fees.
- No event may take place in the Campus Center without UREC staff present.
- Payment is due by the date of event. Large-scale events may require a 50 percent deposit.

Risk Management
- Events deemed as high-risk by the University Recreation staff may require a meeting with the Risk Management Director, Matt Jordan.
- Certificate of Insurance may be required for outside groups, engaging events, ticketed events.

Cancellation Policy
A minimum notice of 1 business day is required for meeting room cancellations and 5 business days for ballroom cancellations. If an organization fails to let the Coordinator of Events (or designee) know, in writing, of an event cancellation an $80.00 fee will be charged and all other reservations for that group will be canceled for the remainder of the semester until the charge is paid in full.

Damages
Organizations reserving space in the Campus Center are responsible for any damages that occur during their time of reservation. Damages will be assessed and documented after the event by University Recreation. Fees will be assessed to the organization based on cost of facility repairs. Organizations may face further consequences for severe or intentional damage.

Fundraising/Ticket Sales Policy
Fundraising and ticket sales are prohibited unless an organization is provided written approval by the Coordinator of Events.

Sound
Any sound amplification must be kept at a courteous level. All sound should be kept clean and edited. Requests made by UWG staff to reduce the volume or change un-edited music/announcements must be followed.

Animals
The Campus Center welcomes Guide or Assistance animals utilized by guests with disabilities in accordance with ADA regulations. All other animals are prohibited within the Campus Center.

Institutional Policies
All events held in the Campus Center must comply with UWG institutional policies.
**Hold Harmless Agreement**

- Client agrees to hold the State of Georgia, University of West Georgia or University Recreation, 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.

All users of the campus center facilities must agree to comply with Campus Center and University of West Georgia rules, regulations and policies. Users must also comply with appropriate state and federal laws, and fire and police department rules and regulations. Failure to abide by any of these policies or any other campus center policy may result in forfeiture of reservation privileges.