



CAMPUS CENTER RESERVATION POLICIES, TERMS AND CONDITIONS

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

This section outlines basic room reservation policies. Additional policies for specific events may also apply. Please contact or visit the UREC Administrative Office on the Campus Center main floor to discuss individual event needs.

Reservation Requests

All reservations must be made online at www.westga.edu/urec or at the UREC administrative desk located in the Campus Center. Reservations will be made in accordance to the established priority list listed below. A Reservation Request Form will be required to determine appropriate priority and final approval. The UREC Administrative Office reserves the right to determine a space request's priority tier.

The Campus Center was built with student fees to enhance the social, cultural, and recreational life of students at the University of West Georgia, therefore a tier reservation priority exists. Please note that certain major, University-wide events such as Homecoming, Orientation, presidential or vice presidential events, etc. will be given priority.

Tier I: *Student Organizations and Departments Housed in the Campus Center Charged with Providing Campus-wide Programming*

Tier II: *Registered Student Organizations*

Tier III: *University Departments*

Tier IV: *Off-campus organizations (non-profit & for-profit)*

General Reservation Policies

1. Reservations submitted on time are accepted on a first come, first served basis within the priority tier.
2. A request for space does not guarantee that a space will be assigned. The UREC Administrative Office reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event conflicts with any university policies.
3. All reservations for registered student organizations must be submitted by the organization president, vice-president or advisor. Organizations will be responsible for adhering to all policies and procedures regarding security, conduct and damages as per the terms and conditions.



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4. University business must not be disrupted by events this includes entering and exiting the Campus Center and amplified sound.
5. Attendance at events will be limited to the posted room capacity.
6. Events cannot block doorways, hallways or aisles with chairs, tables or persons without permission from the Coordinator of Events due to fire safety code.
7. The listed organization will be held liable for damages to the facility and its equipment. Damages to the facility may lead to suspension of reservation privileges and/or future use of the facility.
8. All requests for tables, chairs, audio-visual equipment, staging, room set-up, 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 set-up changes 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 personnel reserve the right to either not honor the changes or charge the group for the direct costs associated with the changes.
9. The HPE Gym, Room 302 & 303 are behind controlled access and for 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 approval & appropriate access procedures for non-members.
10. Pageants, concerts, and fashion shows require that the full ballroom is reserved.
11. Prohibited items include helium balloons, glitter, fog machines, candles, open flame, and animals (service animals are permitted).

Limitations

- Request must be submitted at least 10 days in advance for ballroom and HPE gym reservation.
 - Organizations may only reserve the full ballroom and HPE gym three times per semester and a portion of the ballroom four times per semester.
- Request must be submitted at least 7 days in advance for meeting rooms and other spaces.
 - Organizations may only reserve these spaces three times a week for no more than two hours at a time.
- This is to ensure all organizations are provided with equal opportunity to utilize space in the Campus Center.

Cancellations

- A minimum notice of 7 days is required for reservation cancellations.
- If an organization fails to let the Coordinator of Events (or designee) know, in writing, of an event cancellation or fails to utilize a room, all other reservations for that group will be cancelled for up to three months from the date of the original reservation.

Risk Management

- Events deemed as high-risk by the University Recreation staff may require a meeting with the Risk Management Director, Matt Jordan.



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- A Certificate of Insurance may be required for outside groups, engaging activities and ticketed events.
- Golf carts are not permitted on the Campus Center back patio. Vehicles should park at the designated loading dock or cart area for loading/unloading. Any special requests must be submitted to the University Recreation administration staff for approval.

Charges

- Charges may apply to certain events depending on scope and purpose. For example, if an entry fee is charged or the event is designed for-profit, charges may apply.
- The standard stage is included in Ballroom 108.2. Special setups are approved on a case-by-case basis.
- A cleaning fee or reservation suspension may be assessed to any organization, if agreed upon conditions are not met or if excessive clean-up is needed to return the facility to its previous condition.
- The sponsoring organization, regardless of tier, will be responsible for all costs associated with security at their event. University Police, not University Recreation, will determine the type and amount needed. This will be passed on to the group in the form of a direct cost.

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.