



Use of State Owned Facilities

Policy

The Board encourages the use of the institution's facilities for the benefit of the surrounding communities. Since the Board is vested with the responsibility for the care and custody of the property, the best interest of the institution shall prevail in controlling the use of its facilities.

North Georgia Technical College participates in civic and community functions and activities and promotes community participation in college functions and activities.

North Georgia Technical College's facilities are available for community and civic functions which promote the interests of the college and foster the image of the college in the community.

North Georgia Technical College's facilities are available for functions, both public and private, related to business, industry, health, economic development, and the Arts.

Appropriate charges may be assessed for the use of the facilities in order to cover costs incurred as well as amortization of equipment.

If an organization desiring to use the facility has Commercial General Liability Insurance, a certificate of insurance should be requested from the insurance carrier and the organization should sign a Hold Harmless Agreement. If an organization has no Commercial General Liability Insurance Policy, a Hold Harmless Agreement is required.

All decisions regarding the use of the facility shall rest with the President of the College or his/her designee.

Facility Fees Include

- Utilization of the approved facility space
- Normal utility expense
- Use of the Conference Center and the following auxiliary facilities:
 - Great Hall
 - Restrooms
 - Eagle's Nest
 - Loading Dock
 - On-Campus Parking

The lack of availability of any of the above auxiliary facilities due to a prior scheduling commitment or due to reasons beyond the control of North Georgia Technical College will not result in a fee adjustment.

Procedures

The institution, upon receiving a request to use institutional facilities, shall provide the requesting entity with a Request For Use Of Facilities Form and a copy of a Hold Harmless Agreement Form.

The Request for Use of Facilities Form shall be completed by the requesting entity and submitted to the institution at least 30 days prior to the date of desired use. A representative of the using entity who is legally authorized to obligate the entity must sign the request.

The Request for Use of Facilities Form must be accompanied by a copy of the entity's Commercial General Liability Insurance Certification and/or a properly executed Hold Harmless Agreement Form.

Upon receipt of the completed request form and proof of insurance and/or Hold Harmless Agreement Form, the college will notify the requesting entity of the decision to allow or disallow the use of the facilities requested.

Facilities will not be obligated until the completed Request For Use, proof of insurance and/or Hold Harmless Agreement Form are returned to the college.

Once the request is approved, the requesting entity will be contacted if additional information is needed. They will also be provided with an estimated cost for their event.

Rules and Regulations

The Conference Center is located on the south wing of the building. Access is limited to entrances, contracted rooms and restrooms. North Georgia Technical College personnel are not responsible for service for any time period other than that stipulated by the contract and access is not permitted for times other than the time period specified by the contract.

General Rules

- North Georgia Technical College is a **TABACCO-FREE CAMPUS**. Smoking is not allowed in any areas of the property.
- Possession and consumption of any and all drugs – including alcohol – is strictly prohibited.
- Parking entry and exit from the building will be designated by the Conference Center Coordinator.
- Paved parking lots are provided by North Georgia Technical College. Parking or driving on non-paved **areas IS NOT PERMITTED**. Vehicles may use the docking areas to load and unload. Clearance should be obtained from the Conference Center Coordinator prior to using the dock. The sidewalk to the front entrance should not be used as a meeting place for large groups. Congested traffic may result in damage to plants and flowers growing in the area.
- No pets or other animals are allowed in the Conference Center with the exception of seeing-eye dogs.
- No dancing will be allowed on the carpet.
- Media equipment is to be furnished and operated by the user of the facility, not by North Georgia Technical College faculty and staff unless prior arrangements are made.
- Movement of portable walls is to be accomplished by North Georgia Technical College personnel only.
- User shall not advertise any performance or the appearance of any performer or meeting prior to the signing of the agreement or until agreements between all parties involved have been properly executed and exhibited to the staff of North Georgia Technical College.
- Users shall not unlock or prop open any doors without the approval of the Conference Center Coordinator. If any equipment or merchandise is stolen due to the user tampering with, taping locks or propping open doors, North Georgia Technical College will charge the user for the stolen merchandise.
- Any damaged, broken or removed property of North Georgia Technical College is the responsibility of the user and shall be paid for or replaced. North Georgia Technical College assumes no responsibility for personal or group property brought into the building by those using its facility.
- All security arrangements are the responsibility of the user and must be approved by North Georgia Technical College.

Caterer's Regulations

- All caterers **MUST** meet with the Conference Center Coordinator prior to an event.
- Food and beverages associated with any event must be approved.
- Red punch may **NOT** be used for refreshment. Light colored punches are allowed.
- Chocolate fountains are **NOT** allowed unless approved by Conference Center Coordinator prior to an event.
- North Georgia Technical College WILL NOT be responsible for furnishing supplies (butter, salt, cups, stirrers, etc.) when refreshments are served by a caterer.

Decorating Regulations

- No nails or tape of any kind will be placed on the walls of the Conference Center.
- Plastic must be placed under live decorative plants.
- **All decorations must be approved.** No confetti, tinsel, glitter or smoke machines allowed.
- No open flames of any kind are permitted in the Conference Center with the exception of canned heat used for heating chafing dishes and buffet pans. Any other exceptions must be approved by the Conference Center Coordinator.
- Planters and furniture may not be removed or repositioned without prior approval.
- All litter is to be placed in proper receptacles.

Signature

Date

Request for Use of Facilities

Name of Organization/Agency requesting the facility

Address

Phone Number

City/State/Zip

Contact Name

Check the type of facility requested:

- Entire Conference Center
 Single Conference Room
 Dining Area
 Outside Areas

Check the type of room arrangement needed:

- Banquet Seating
 Classroom Seating
 Lecture Seating
 Other:

Estimated Number of Participants: _____

Please describe the purpose of facility usage:

A **Fee Schedule** for available services is included in this packet.

Return all forms to:

Conference Center Coordinator
North Georgia Technical College
434 Meeks Avenue
Blairsville, GA 30512
706-439-6334
confctr@northgatech.edu

Check which document you have attached:

- Signed Commercial General Liability Insurance Certificate
 Signed Hold Harmless Agreement

Signature of person authorized to legally obligate the requesting entity

Date Signed

State Of Georgia
North Georgia Technical College

Hold Harmless Agreement

_____ (hereinafter referred to as "Organization") is utilizing North Georgia Technical College's facility with the express understanding that North Georgia Technical College assumes no responsibility whatsoever for Organization's claim(s) for personal injury, loss of life, theft, damages, or otherwise, arising out of Organization's use of said facility. Organization waives, releases, and agrees to indemnify and hold harmless North Georgia Technical College and its respective officers, employees, and agents from all liabilities, and the cost and expense of defending all claims of liability, arising out of Organization's use of said facility.

Organization:

Signed:

(Person authorized to legally obligate the requesting entity)

Witness:

Date:

North Georgia Technical College:

Signed:

Date:

Rental Rates and Information

	Half Day (up to 4 hours)	Full Day (up to 8 hours)	Each Additional Hour
One Classroom	\$125	\$200	\$15
Two Classrooms	\$175	\$275	\$20
Three Classrooms	\$225	\$350	\$25
Common Area	\$175	\$275	\$25
Entire Conference Center	\$400	\$600	\$30
Wedding Reception Rental (8 hours includes 4 hr decorating/setup, 3 hr event & 1 hr cleanup)		\$600	\$30

Room availability is contingent upon class schedule

Seating Capacity

Dining Area – 52

Single Conference Room –

Classroom Style (8 Buffet tables/chairs on one side) – 24

Banquet Style (5 Round tables/6 chairs per table) – 30

(5 Round tables/8 chairs per table) – 40

Lecture Style (Chairs Only) - 60

“U” – (6 buffet tables set in a U shape) – 20

(8 buffet tables set in a U shape) - 26

“O” – (8 buffet tables set in an O shape) – 28

Entire Conference Center

28 round tables/6 chairs per table – 168

28 round tables/8 chairs per table – 224

Maximum

28 tables/8 chairs per table plus dining area – 276

Linen Charges:

Banquet Tables with cloth
\$5.00 each

Buffet Tables (6' with cloth)
\$5.00 each

Table Skirts
\$1.00 per table

Napkins
25 cents each

Beverages: (Sugar and Creamer included)

Coffee (36 Cups) \$10.00

Tea (3 gallons) \$10.00

Available Amenities

Tables/Chairs:

28 round banquet tables (seats 6-8 comfortably)

18 rectangle tables – 6' long (use as buffet tables, classroom style or U-shape for meetings)

13 square glass top tables with vinyl cloth (seats 4)

5 round glass top tables (seats 3)

China/Flatware/Glasses: (Accommodates up to 276 guests)

Audio Visual Equipment: (see Audio Visual Service Form)

Video Projection System	CD Player	TV/VCR
Microphones	Dry Erase Boards	Flip Charts
Sound System	Overhead Projector	DVD Players

House Lights and Sound System

Free Wireless Internet Access

House Lights and Sound System:

The use of house lights and sound system is included in the utilization fee. If the sound system must be manipulated during the event, NGTC's technical support must be utilized at the stated rate. The need for special lighting effects should be discussed with the conference center coordinator prior to the approval of a utilization agreement.

Complimentary Self Parking

Wedding Reception / Social Event Rental

- Wedding Reception / Social Event Rental Request must be accompanied by 50% deposit at time of booking.
- Cancellation policy regarding deposit – Full refund (100%) given before one hundred and eighty (180) days of booked date. Fifty percent (50%) refund given within one hundred and seventy nine to ten (179-10) days before event. No refund given if cancellation occurs ten (10) days before booked event.
- Contact information for dance floor installation given to the organization by Conference Center Coordinator. Dance floor installation must be arranged by the organization. Payment for installation of dance floor must be received by installer one (1) week prior the event.
- A Wedding Reception / Social Event rental constitutes four (4) hours of decorating / caterer's setup time, three (3) hours of the event and one (1) hours of cleanup. Any extra hours will be billed at the quoted rate per hour.
- One person must be designated the contact person for the event to work with the Conference Center Coordinator during the event.
- All groups with children, (anyone under 18 years of age), must be supervised at all times with the appropriate ratio to child/adult

Equipment Request Form

Please use the following list to identify any equipment items that you plan to use during your event. In order to insure that all of your needs are met, please provide all the information requested.

<u>Equipment:</u>	<u>Date(s)</u>	<u>Quantity</u>	<u>Total</u>
<u>TV/VCR Package - \$20</u>			
VCR	_____	_____	_____
Color TV Monitor	_____	_____	_____
AV Cart	_____	_____	_____
All cabling, extension cords, etc.	_____	_____	_____
<u>Computer Data Display Package - \$20</u>			
Data Projector for use with laptop	_____	_____	_____
8' Screen	_____	_____	_____
All cabling, extension cords, etc.	_____	_____	_____
Additional signals (as needed)	_____	_____	_____
<u>Audio Package - \$30</u>			
Podium	_____	_____	_____
Microphone (Wireless or standard)	_____	_____	_____
Microphone Stand	_____	_____	_____
House Sound or External Speakers	_____	_____	_____
All cabling, extension cords, etc.	_____	_____	_____
6 Channel stereo mixer, with CD player & Tape deck	_____	_____	_____
<u>Overhead Transparency Projector - \$10</u>			
	_____	_____	_____
<u>Dry Erase Board - \$10</u>			
	_____	_____	_____
<u>Easel with Flip Chart & Markers - \$10</u>			
	_____	_____	_____
<u>House Stage</u>			
8' x 8' \$16	_____	_____	_____
8' x 12' \$24	_____	_____	_____
8' x 16' \$32	_____	_____	_____
			Total Due _____

House Lights and Sound System

The use of house lights and the sound system is included in the utilization fee. If the sound system must be manipulated during the event, North Georgia Technical College's technical support must be utilized at the stated rate. The need for special lighting effects should be discussed with the conference center coordinator prior to the approval of a utilization agreement.

North Georgia Technical College Caterer Agreement

Any event in the North Georgia Technical College Conference Center which utilizes an independent catering business will involve the following rules and regulations:

- A **\$50 dollar deposit** will be paid in advance by caterers not on the Approved List to cover any damages or clean-up expenses. If clean-up is satisfactory after the event, the \$50.00 deposit will be returned.
- All caterers and individuals who use the kitchen should visit the facility at least one week prior to the event for a brief orientation on usage and safety. The caterers are responsible for washing and drying the china, etc. before and after the event. If more than two (2) items are broken during an event, it is the responsibility of the caterer to replace these items.

NGTC will provide the following:

- Chafing dishes (Caterer sets up/puts away and provides sterno)
- Dishes/silverware for desired number of people (caterer is responsible for washing)
- Access to walk-in cooler
- Warmers
- Use of tea urns and coffee makers (Caterers must provide coffee/tea/sugar/creamer, etc.)

Caterer must provide:

- Bussing of tables and food servers
- All serving dishes, pans, serving utensils, etc.
- Dishwashers
- Workers to roll silverware (if needed)
- All garbage bagged and deposited in the dumpster

NOTE: No processing or preparation of food will be allowed in the kitchen facility. All food must be brought to the event pre-cooked and ready to serve.

Name of Caterer: _____

Phone: _____

Date of event: _____

Deposit Required: Yes No

I understand the above rules and regulations on use of the North Georgia Technical College's kitchen facility and agree to all procedures.

Caterer's Signature

Date

North Georgia Technical College Blairsville Campus Conference Center

PREFERRED/APPROVED CATERERS

North Georgia Technical College's list of approved caterers. The Conference Center Coordinator must meet and approve any caterer not on this list.

<u>Business Name</u>	<u>Phone</u>	<u>Contact</u>	<u>Address</u>
Cobb's Mill	706-745-5305	Joan Drake	91 Blue Ridge St Blairsville, GA 30512
Moschetto's	706-379-1420	Andy Moschetto	1155 Main Street Young Harris, GA
Brother's Restaurant	828-835-9100		5722 US 64 West Murphy, NC 28906
Ambiance	423-336-5587	Lugh Lemley Keith Bester	154 Church Street Calhoun, TN 37309
Weddings, etc.	706-745-7214	Lynda Keener	3023 Antioch Church Rd Blairsville, GA 30512
Vicki Shinpaugh	706-632-4328 706-455-1121	Vicki	2611 Madola Rd Epworth, GA 30541
Grinds & Glazes	706-745-0748		233 Highway 515 Blairsville, GA 30512
Indigo Hills	706-632-3663		3365 E First St. Blue Ridge, GA 30513 www.indigohillsinc.com
Mary Ann's Kitchen	706-379-2136	Mary Ann	871 Hwy 76 Young Harris, GA
Scott Turner	828-389-8473	Scott	Cottage Deli
Victoria Sweet Shop	706-745-3676	Yolanda Keating	2386 Young Harris Hwy. Blairsville, GA 30512