

Use of State Owned Facilities

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

Please read this document and sign the Hold Harmless Agreement to indicate acceptance of the guidelines and restrictions. Return the signed form to the appropriate contact person listed below for the use of facilities at Georgia Northwestern Technical College.

<u>FLOYD OR GORDON CAMPUS</u>	<u>CATOOSA CAMPUS</u>	<u>POLK CAMPUS</u>	<u>WALKER CAMPUS</u>	<u>WHITFIELD MURRAY CAMPUS</u>
Cathy Smith 1151 Hwy. 53 Spur, SW Calhoun, GA 30701 Fax # 706-624-1135 csmith@gntc.edu	Regina Casteel 6450 Alabama Hwy. Ringgold, GA 30736 rcasteel@gntc.edu	Donna Baldwin 466 Brock Road Rockmart, GA 30153 Fax # 770-684-8710 dbaldwin@gntc.edu	Connie Potts 265 Bicentennial Trail Rock Spring, GA 30739 Fax # 706-764-3816 cpotts@gntc.edu	Rebecca Massingill 2310 Maddox Chapel Dr. Dalton, GA 30721 Fax# 706-272-2900 rmassingill@gntc.edu

POLICY

The Georgia Northwestern Technical College Board encourages the use of the college 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.

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

Georgia Northwestern Technical College 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.

Georgia Northwestern Technical College facilities are available for functions related to education, business, industry, health, and economic development.

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 facilities 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 Georgia Northwestern Technical College facilities shall rest with the College President.

FACILITIES USAGE FEES INCLUDE:

- Utilization of the approved facilities space
- College IT equipment
- Normal utilities expense
- Use of the following auxiliary facilities:
 - Restrooms
 - Vending Area
 - On-campus Parking
- Janitorial/custodial fee (unless GNTC is closed)

PROCEDURES

The institution, upon receiving a request to use Georgia Northwestern Technical College facilities, shall provide the requesting entity with a GNTC Facilities Usage Form and GNTC Use of State Owned Facilities Policy.

The GNTC Facilities Usage Form shall be completed by the requesting entity and submitted to the college at least 30 days prior to the date of desired use. The facilities usage form must be signed by a representative who is legally authorized to obligate the entity.

The GNTC Facilities Usage 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 facilities 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 and signed GNTC Facilities Usage Form, Commercial General Insurance Certificate, and/or Hold Harmless Agreement Form are returned to the institution.

Once the GNTC Facilities Usage Form is approved, the requesting entity will be sent an invoice. The total fee must be paid two weeks prior to the event. However, the fee is a projected fee based on the user's stated needs at the time of the facilities usage approval. The actual fee is based on the expense incurred. If the actual fee is greater than the projected fee, the additional amount will be billed to the user. If the actual fee is less than the projected fee, the difference will be refunded.

REGULATIONS

Georgia Northwestern Technical College personnel are not responsible for service for any time period other than that stipulated by the GNTC Facilities Usage Form and that access is not provided for times other than the time period specified on the approved GNTC Facilities Usage Form.

- Events allowed only during Georgia Northwestern Technical College working hours, unless prior approval from the college president concerning special circumstances.
- Media equipment is furnished and operated by the user of the facilities and not by Georgia Northwestern Technical College faculty and staff unless prior arrangements were made at the time the approved GNTC Facilities Usage Form was executed.
- Users shall not conduct any chemical, open flame or weapons training/demonstrations without the express knowledge and approval of Georgia Northwestern Technical College.

- Users **shall not** decorate facilities with glitter, confetti, tape items to glass or walls, pin items on any wooden doors or walls, or burn candles on any Georgia Northwestern Technical College property.
- Any user who brings a child to an event is responsible for the child's safety and behavior and is required to ensure the child is chaperoned at all times. Georgia Northwestern Technical College does not accept responsibility/liability for any injury to a child visiting any college campus. Additionally, the user is financially responsible for any damages caused by a child on any Georgia Northwestern Technical College property.
- Users shall not forward any event materials or parcels prior to facilities usage date to any Georgia Northwestern Technical College campus.
- Georgia Northwestern Technical College **will not** furnish meeting/training supplies to users, e.g., easels, flipcharts, markers, copies, signs, paper plates, napkins, cups, coffee or coffee condiments, etc.
- For the health and well-being of our students and staff, Georgia Northwestern Technical College is a Tobacco Free College. Smoking or the use of other tobacco products will not be permitted on any campuses. This includes, but not limited to building, sidewalks, parking lots, building entrances and common areas.
- Neither alcoholic beverages, nor illegal substances will be allowed on the premises.
- Place all garbage in receptacle and disposed in dumpster of at the end of event.
- Users are restricted from the administrative or instructional wings of the building unless specified in the utilization agreement.
- Dogs and other animals, except seeing eye dogs, other guide dogs, and animals used to guide or assist handicapped persons, shall not be brought upon Georgia Northwestern Technical College property for other than official purposes.
- Paved parking lots are provided by Georgia Northwestern Technical College. Parking on non-paved areas is not permitted.
- Users 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 Georgia Northwestern Technical College.
- The use of the technical college name and logo are prohibited unless prior approval is received from the college president.
- If for any reason, missing equipment or merchandise due to the user tampering with, taping locks, or propping doors open, Georgia Northwestern Technical College will charge the user for the stolen merchandise.
- Any damaged, broken, or removed property of Georgia Northwestern Technical College is the responsibility of the user and shall be paid for or replaced.
- Campus Carry Law – Georgia House Bill 280. The below link addresses the legal carry of handguns on any Georgia Northwestern Technical College campus. According to the guidelines, it is the permit holder's responsibility to know where it is legal to carry while on campus.
<http://www.legis.ga.gov/Legislation/en-US/Display/20172018/HB/280>
- Georgia Northwestern Technical College shall not be liable to any users for damages resulting from unforeseen cancellations. In the event of inclement weather, or other unanticipated circumstances that shall result in campus closure, or if the intended event shall be made impossible or impractical due to causes not within the control of Georgia Northwestern Technical College to perform its obligations hereunder, this contract shall stand canceled.

FEE SCHEDULE

**Usage limit not to exceed 8 hours*

<u>Facilities Area</u>	<u>Location of Facilities</u>	<u>Usage Fee*</u>
Computer Lab (14 - 20 computers)	CCC, FCC, GCC, PCC, WCC, WMC	\$400
Classroom/Lecture Room	CCC, FCC, GCC, PCC, WCC, WMC	\$250
Conference Room	CCC, FCC, GCC, PCC, WCC,	\$250
Auditorium	FCC, GCC, PCC, WCC	\$400
Conference Center–Room A	FCC and GCC	\$300
Conference Center–Room B or C	FCC and GCC	\$250
Conference Center–Rooms A, B & C	FCC and GCC	\$600
Economic Development Center	PCC	\$400
Meeting Center A, B or C	CCC	\$250
Meeting Center A, B and C	CCC	\$500
CCC–Catoosa Campus, Ringgold	PCC–Polk Campus, Rockmart	
FCC–Floyd Campus, Rome	WCC–Walker Campus, Rock Spring	
GCC–Gordon Campus, Calhoun	WMC–Whitfield Murray Campus, Dalton	

Additional Fees May Include:

- **Technical Support** - A fee may be charged to the sponsoring organization if Georgia Northwestern Technical College personnel are required to load computer software that will be used for training. This fee will also include the time involved for unloading the software from the Georgia Northwestern Technical College computers after the training session is complete.
- **AV Usage Support** – A fee may be charged to the sponsoring organization if Georgia Northwestern Technical College personnel are required to setup and operate video/sound equipment.
- **Security Coverage** – A fee may be charged to the sponsoring organization of events held at Georgia Northwestern Technical College if a uniformed officer(s) is scheduled to provide security coverage at an event. This service may be mandatory from the event start time until the final cleanup is completed. All uniformed officers must be scheduled through the Georgia Northwestern Technical College Office of Safety and Security.
- **Maintenance** - A fee may be charged to the sponsoring organization if Georgia Northwestern Technical College personnel are required to make any changes to the standard room setup or required to perform area clean up after a group has utilized GNTC facilities. This may include the time involved for returning the standard room setup after the event is complete and for any after hour/weekend facilities maintenance requirements.
- **Usage Deposit** - A facilities usage deposit fee may be charged to the sponsoring organization. The deposit fee may be refunded to the user if the facilities are left clean, all furniture is reset to the standard room set up and there are no damages to existing Georgia Northwestern Technical College property. The outcome of the refundable deposit shall rest with the College President.

All options and related fees must be specified on the Georgia Northwestern Facilities Usage Form.

STATE OF GEORGIA
GEORGIA NORTHWESTERN TECHNICAL COLLEGE

HOLD HARMLESS AGREEMENT

(Hereinafter referred to as "Organization")

is utilizing Georgia Northwestern Technical College facilities with the express understanding that Georgia Northwestern 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 facilities. Organization waives, releases, and agrees to indemnify and hold harmless Georgia Northwestern 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 facilities.

ORGANIZATION

SIGNED (Person authorized to legally obligate the requesting entity)

WITNESS

DATE

GEORGIA NORTHWESTERN TECHNICAL COLLEGE

SIGNED

WITNESS

DATE