

# Use of State Owned Facilities

Please read this usage policy, sign the last page to indicate your acceptance of the guidelines/restrictions and return the form to the appropriate facilities contact person listed below for the use of the facilities at Georgia Northwestern Technical College.

## **FLOYD AND GORDON FACILITIES**

Cathy Smith,  
Facilities Scheduling Coordinator  
1151 Highway 53 Spur, SW, Calhoun,  
GA 30701

Fax Number 706-624-1135 or  
[csmith@gntc.edu](mailto:csmith@gntc.edu)

## **POLK FACILITIES**

Darice Lewis,  
Campus Manager  
466 Brock Road  
Rockmart, GA 30153

Fax Number 770-684-8710 or  
[dlewis@gntc.edu](mailto:dlewis@gntc.edu)

## **WALKER FACILITIES**

Connie Potts,  
Administrative Assistant  
265 Bicentennial Trail  
Rock Spring, GA 30739

Fax Number 706-764-3530 or  
[cpotts@gntc.edu](mailto:cpotts@gntc.edu)

## **POLICY**

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

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'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.

Georgia Northwestern Technical College's 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 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 Georgia Northwestern Technical College facilities shall rest with the College President or with the College Provost.

## **FACILITIES USAGE FEES INCLUDE:**

- Utilization of the approved facilities space
- College 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's facilities, shall provide the requesting entity with a completed GNTC Facilities Usage Form and a signed copy of the Hold Harmless Agreement Form, located on Page 5 of this usage 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 request form must be signed by a representative of the using entity 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 GNTC Facilities Usage Form, proof of insurance certificate, and/or Hold Harmless Agreement Form is returned to the institution.

Once the facilities request 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 shall be held only during Georgia Northwestern Technical College's working hours, unless prior approval is received from the college president concerning special circumstances.
- Media equipment is to be furnished and operated by the user of the facility and not by Georgia Northwestern Technical College's 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 forward any event materials or parcels to any Georgia Northwestern Technical College campus prior to facilities usage date.

- Georgia Northwestern Technical College will not be responsible for furnishing supplies when refreshments are served.
- Smoking is not permitted within the building and only in designated smoking areas outside the building.
- Neither alcoholic beverages, nor illegal substances will be allowed on the premises.
- All litter is to be placed in proper receptacles.
- Unless specified in the utilization agreement, users are not authorized to enter the administrative or instructional wings of the building.
- 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.
- Small children should not be left unattended.
- User shall not unlock any doors without permission. If for any reason, equipment or merchandise is stolen due to the user tampering with, taping locks, or propping doors open, Georgia Northwestern Technical College will charge the user for 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.
- In the event of inclement weather, or other unforeseen 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 and Georgia Northwestern Technical College shall not be liable to user for any damages as a result of such cancellations.

## **FEE SCHEDULE**

*\*Usage limit not to exceed 8 hours*

<b><u>Facilities Area</u></b>	<b><u>Location of Facilities</u></b>	<b><u>Usage Fee*</u></b>
Computer Lab (20 computers)	FCC, GCC, PCC, WCC, BEC	\$400
Classroom/Lecture Room	FCC, GCC, PCC, WCC, BEC	\$250
Conference Room	FCC, GCC, PCC, WCC, BEC	\$250
Auditorium	FCC, GCC, PCC, WCC	\$400
Conference Center – Room A	Floyd County Campus	\$300
Conference Center – Room B or C	Floyd County Campus	\$250
Conference Center – Rooms, A, B, and C	Floyd County Campus	\$600
Economic Development Business Center	Polk County Campus	\$400

FCC – Floyd County Campus, Rome  
GCC – Gordon County Campus, Calhoun

PCC – Polk County Campus, Rockmart  
WCC – Walker County Campus, Rock Spring  
BEC - Business Expansion Center, Rome

### **Additional Fees May Include:**

- **Technical Support** - A fee of \$30 per hour will 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 of \$25 per hour will be charged to the sponsoring organization if Georgia Northwestern Technical College personnel are required to setup and operate video/sound equipment.
- **Maintenance Support** - A fee of \$25 per hour will be charged to the sponsoring organization if Georgia Northwestern Technical College personnel are required to make any changes to the standard room setup. This fee will also 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 has been 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 or the College Provost.

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's facility with the express understanding that Georgia Northwestern Technical College assumes no responsibility whatsoever for Organizations 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 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 facility.

\_\_\_\_\_  
**ORGANIZATION**

SIGNED: \_\_\_\_\_  
(Person authorized to legally obligate the requesting entity)

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**GEORGIA NORTHWESTERN TECHNICAL COLLEGE**

SIGNED: \_\_\_\_\_

WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_