

## **FORSYTH CONFERENCE CENTER GUIDELINES**

Lanier Technical College, a unit of the Technical College System of Georgia, serves as the foremost workforce development resource for Banks, Barrow, Dawson, Forsyth, Hall, Jackson, and Lumpkin counties by providing

- career-technical education programs, offered through traditional and distance delivery methods, leading to associate degrees, diplomas, and technical certificates of credit;
- customized business and industry training and economic development services;
- continuing education for technical and professional development; and
- adult education services

In keeping with the mission of the college, the Lanier Technical College Forsyth Conference Center's *primary use* is to further education, workforce development, economic development, and cultural enrichment activities through regional and local conference activities, seminars, and social events.

### **1. RESERVATIONS**

The Forsyth Conference Center at Lanier Technical College is available for rental to any corporation, organization, or private citizen who is at least 21 years of age.

- Reservations are made on a first-come, first-served basis, based on availability of space and compliance with the guidelines of this policy. No verbal agreements for the use of the Conference Center shall be valid.
- Reservations require a signed Event Contract and are considered tentative until Event Contract has been approved by the Conference Center Director and the appropriate deposit on the reserved space has been received.
- A credit card authorization form must be completed and submitted prior to the event for any additional charges incurred.
- Please see our *Forsyth Conference Center Rental Information* for hours, rental rates and special discounted rates.
- Events using One Third of the Conference Center or less may be booked a maximum of ten months in advance.
- Holiday Schedule: The Forsyth Conference Center requires a minimum Full Conference Center room rental on the days surrounding the following holidays: Easter, Memorial Day, Independence Day, Labor Day and Thanksgiving. We will be closed in conjunction with the Lanier Technical College Academic calendar between Christmas and New Year's Day, although Full Conference Center rentals will be considered on a case by case basis. Please ask the Event Office staff for more information as exact dates will change from year to year.
- The Forsyth Conference Center reserves the sole discretion to update policies as needed.
- Management reserves the right to move an event to a comparable room should the need arise.

When the Event Contract has been returned with the required deposit and the reservation has been approved, our staff will contact you to confirm the details of your event - room setup, equipment needs, food and beverage needs, and any other special concerns that you may have. We encourage you to schedule a site visit to discuss your event in person.

After the Event Contract has been approved by the Conference Center staff, changes to the reservation shall be permitted as needed based on availability of space. However, a \$50 Change Fee will be assessed to any customer who changes the date of their event outside of 60 days. Any customer wishing to change their date within 60 days of their event will be subject to our standard cancellation policy. If the customer decreases their contracted room size within 60 days of the originally contracted event date, a 15% charge will be assessed on the difference between the contracted amounts.

Information on session locations will be posted in the conference center foyer. Additionally, your cooperation is requested in beginning and ending your program on time and in conducting your program in a manner that is not disruptive to other groups.

### **2. DEPOSITS**

- A 50 percent deposit is required to secure a space reservation, 20 percent of which is non-refundable.
- Social events require a \$500 security deposit five days before the event. The security deposit is retained to cover any potential damages or extraordinary clean-up that may be required by the Center. It also will be retained for any alcohol policy violation. If the room is set to the agreed layout and changes are requested, a change fee of \$100 may be assessed and retained from the security deposit. An additional \$250 security deposit will be required based on the number of guests expected and the type of event. The extra charge includes events for teenagers, concerts, large receptions and events that have the potential to bring larger crowds than anticipated. If no damages, extraordinary clean-up or alcohol violation is assessed, the deposit will be refunded.
- For a reservation made less than 30 days prior to event date, 100 percent of rental rate is required to hold space.

### **3. PAYMENT TERMS**

- The Event Contract is based on the information provided. Pricing and usage parameters are subject to change if event information changes. Any usage changes made after acceptance of this reservation and receipt of deposit may be subject to additional charges or fees. Remaining 50 percent of room rental balance and fees for any additional services contracted are due seven business days prior to the scheduled event date with the security deposit. We accept check, cash, Visa or MasterCard. We will extend credit with 30 day terms to Georgia state agencies with pre-authorized purchase order. There is a \$30 fee for any check returned.

#### 4. CANCELLATION POLICY

- All cancellations are required to be in writing and must be received during normal business hours prior to the event.
- In the event of unforeseen circumstances and cancellation occurs by either the facility or client, return of rental deposit will be given at the discretion of the Conference Center Director. The Conference Center will not be held responsible for any other cost the client incurs should the event need to be cancelled.
- Any User cancelling an event more than 60 business days prior to the beginning of the event will be entitled to an 80 percent refund of deposit. User is responsible for all non-recoverable expenses, such as contracted security, etc., if applicable. Please see below for a breakdown on cost recovery. Events that are booked on holidays will not have any deposit refunded if customer cancels.

More than 60 days prior to event date	59 days – 30 days prior to event date	29 – 14 days prior to event date	Less than 14 days prior to event date	“No Show”
80% of deposit refunded	25% of deposit refunded	100% of deposit forfeited	Entire space rental fee forfeited	Entire space rental fee forfeited

#### 5. INSURANCE/LIABILITY

To the extent permitted under Georgia Law, user waives, releases, and agrees to indemnify Lanier Technical College and its respective officers, employees and agents harmless from all liabilities, and the cost and expense of defending all claims of liability, for any personal or bodily injury to persons, including death, arising out of the use of the facilities by the user or by any other person admitted to the facilities by the user. The College may be liable only for personal injury or property damage caused by acts or omissions of its employees in the performance of the contract to the extent provided by the Georgia Tort Claim Act (O.C.G.A 50-21-20 et seq.). Lanier Technical College may require user to obtain and present certification of public liability or other insurance for the contracted event.

User assumes full responsibility for any food provided by the User and for the character, acts, or conduct of the User, its agents, employees, or other representatives admitted to the premises or to any portion of the premises for the purpose of their event. The Conference Center cannot assume responsibility for personal property and equipment. Liability for damage to the premises will be charged accordingly.

#### 6. EVENT SETUP

Tables and chairs are included with all room rentals and will be setup by the Forsyth Conference Center staff. The following is included with room rental and is available for set up:

- Banquet Tables (72” rounds)
- Classroom Tables (60”x 24”)
- Registration/Buffer Tables (72” x 30”)
- Floor Length House Linen
- Banquet Chairs
- Podium with microphone
- Projection Screen
- Projector

Standard classroom, theater, or banquet style setups will be used unless otherwise indicated. If you have specific set up arrangements, please provide details and/or floor plan during the reservation process.

- Set-up or maintenance personnel are not available to the user to unload materials for event.
- Loading and unloading of equipment and supplies shall be done only through the loading dock area and side doors and must be coordinated in advance with the Events Office. We have a dock leveler that allows for easy unloading. Failure to coordinate shipments in advance may result in rejection of deliveries.

Additional services are provided for a fee and include but are not limited to specialty linen, glassware, china and silverware rental, staging, and additional AV equipment. Linen, glass, china and silverware will be supplied to caterer for setup. Please see our *Forsyth Conference Center Rental Information* for rates.

#### 7. CLEAN-UP AND DAMAGES

Custodial service is provided as part of the rental fee but does not include excessive cleanup.

- The Events Office or maintenance personnel are not available to the user to load materials after the event.
- Damages in excess of “fair wear and tear” will be assessed based upon replacement costs of damaged property.
- Users and caterers are responsible for placing all garbage in plastic bags and in the outside receptacle/dumpster, cleaning up spills, and wiping tables and chairs clean. If linen was rented, it can remain on tables.
- The security deposit may be refunded upon receipt of a satisfactory Event Review Report.

## 8. BUILDING ACCESS

- Weekday rental services are available Monday through Thursday 8 a.m. – 12 a.m. and Fridays 8 a.m. – 5 p.m. Weekday full-day rates are for 8 hours and half-day are for 4 hours..
- Weekend rental is from Friday evening until Sunday evening. Full-day rates are for 8 hours and half-day is 4 hours with flexible scheduling time depending on other events booked. An hourly rate can be added to extend the rental time if needed. Please see *the Forsyth Conference Center Rental Information* for rates.
- Social events actual event time is limited to six hours with the additional hours used for decorating and cleanup.

## 9. USAGE GUIDELINES

- At no time shall a User sublease or assign its reservation to another individual, group, or organization.
- User will not permit anything that could obstruct or interfere with entrances and exits, access to public utilities of the buildings, or the rights of the other Users.
- The Conference Center and the premises are under the sole control of Lanier Technical College; they have the right to enter all rented rooms at any and all times during the contracted rental period.
- The Center has the option to schedule other events in the building simultaneously.
- All third party vendors such as music, decoration, caterers, florists will set-up and break-down during the occupancy period of the User. The User is responsible for damage to the Conference Center by any third party vendor. Your space rental hours must include any additional time that may be required by your service providers.
- Parking is available for guests at the Conference Center. We have 600 parking spaces available in front of the center. Additional parking is available when students are not on campus. Very large events may require additional parking, which should be arranged in advance by the User.
- When required, the number of security officers required for an event, as well as the hours they are to be on site for the event, shall be at the discretion of the Conference Center Director.
- Use of the building to accommodate childcare for daycare or nursery facilities will not be permitted.

## 10. SUPERVISION OF MINORS

The Forsyth Conference Center is a place of business and adult education; therefore, any minor children present must be under the control of the customer at all times. Minors creating disturbances and/or causing damage will be asked to leave the facility. For events that involve minors, the customer is responsible for ensuring that all local, state, and federal laws relating to minors are enforced.

## 11. SECURITY

For events that are on the weekend and for any event that is over 200 or includes approved alcohol service, law enforcement officers will be required on campus during the event and shall constitute an additional charge. The determination for the necessity of safety/security officers will be made by the Conference Center personnel. Forsyth Conference Center will contract with the safety/security officers for event services and the customer will pay the officers directly.

Should the User refuse to assume the costs of security, then the reservation is subject to cancellation. The certified officers may be required to be present at least 30 minutes prior to the event, during the entire event, and up to one (1) hour after conclusion of the event. A minimum of four hours is required for events.

## 12. DECORATING

- The length of time required by a User or their contractors to set up or break down for an event must be accounted for within the occupancy period reserved by the User.
- No pasting, taping, or otherwise attaching any items to walls or furniture is permitted. No rice, bubbles, glitter, sand, flower petals, processed snow, birdseed, fireworks or other substance that would take excessive cleaning to restore the room to original condition is permitted inside or outside facilities. **Candles must be no-drip; flames must be totally enclosed by a proper inflammable device, and CANNOT be left unattended.** Use of protective materials is required to prevent anything from dripping onto floors and carpets. All materials used for decoration must be approved by the events office before the event. Re-arranging of the Forsyth Conference Center plants, chairs, tables, lamps, etc. is strictly prohibited.
  - **CEILING ITEMS:** Maximum weight for any item suspended from the ceiling is 10 lbs. Items must be battery powered as electrical outlets are not available at the ceiling. Ceiling items must be professionally installed.
  - **HELIUM BALLOONS:** Helium balloons are permitted with prior approval. Customers may rent helium tanks through a third party provider. Customer is responsible for ensuring safety of individual dispensing helium, storage of tank during contracted time, and removal of the tank after the event as overnight storage of tanks is not permitted.
- All of the User's equipment and decorations must be removed at the conclusion of the event. In the event that any or all of the leased portions of the Conference Center are not vacated by the User on the date or time named, Lanier Technical College is authorized to remove at expense to the User all goods, wares, merchandise, or other property which remains on the premises. The User may be subject to a \$500.00 extraordinary clean-up fee and possibly storage and removal fees, if applicable. Users indemnify Lanier Technical College and personnel for any damages which may be incurred during the removal or storage of the Users property.
- Decorating plans will be requested by the Event Office for approval.

### 13. MAXIMUM CAPACITIES

The Forsyth Conference Center has set capacities for each room. Maximum capacities will be noted in the Event Contract and Fire Code Capacities are posted in the facility. Should a group's attendance exceed the maximum capacity, the Conference Center Director or Operations Manager may opt to close an event and/or building. Refunds will not be available, and the customer is responsible for full contract price.

### 14. FEES

- All fees for use of the Conference Center and its facilities are set by Lanier Technical College and are subject to change without notice from time to time. In the event of an increase in fees, all reservation forms fully executed prior to the adoption of such increases will be honored.
- All fees must be paid at least 5 business days prior to the event, unless otherwise approved by the Conference Center Director.
- User groups may lease additional space for overnight storage of equipment at the time of original booking.
- Meeting rooms must be vacated promptly on schedule or an additional hourly rental charge will be assessed. If the meeting is extended over 30 minutes beyond the scheduled ending, an additional hour will be charged.

### 15. SERVICES

#### ➤ CATERING SERVICES

- The length of time required by a caterer to set up or break down for an event must be accounted for within the occupancy period reserved by the User.
- For events larger than 150 people with food service, a caterer and staff is required. Our recommended staffing is one staff person for every 25 guests with china and one staff person for every 50 people with plastic ware. Caterer must provide adequate staff for the size of the event. If caterer cannot provide staff, the Forsyth Conference Center will require the customer to use contract labor arranged via the Event Office. Please see the *Forsyth Conference Center Additional Services* sheet for rates.
- Center Users may select a caterer of their choice from the Approved Caterers List (available at the Event Office). Should the User choose a caterer not included on this list, the User is responsible for making certain his or her caterer of choice completes and submits Lanier Technical College's Catering Application no later than 30 days prior to the event. This is to ensure the caterers have the appropriate insurance, state mandated food service license(s), and meet the Center's catering requirements. Failure to comply with this requirement may result in the cancellation of the event.
- Use of the catering kitchen is limited to those events where food services are contracted through the Events Office. No onsite food cooking is permitted. Refrigerators, warming units, and microwave can be made available with advance notice. The ice machine located in the catering kitchen is available only to contracted providers.
- All caterers are given *Caterer Guidelines* with their application and must adhere to these policies while serving events at the Forsyth Conference Center.
- If a food or beverage spill has occurred that is not easily removed, User should seek the assistance of the Forsyth Conference Center Event staff immediately.
- Caterers are responsible for placing all kitchen garbage in plastic bags and placing it in the outside receptacle/dumpster, cleaning spills, and wiping the kitchen equipment, tables and chairs clean.
- Please note that the Conference Center has specialty table linens and place settings (plates, cups, knives, forks, spoons, napkins, etc.) available for rent. Lanier Technical College will supply these items to the caterer but not set the tables.
- The Conference Center offers morning break service, afternoon break service, and beverage service amenities. Please see the *Forsyth Conference Center Additional Services* sheet for rates.
- There is a \$500.00 fee for failure to perform the above and for any extraordinary cleanup required by the Center.

#### ➤ TECHNOLOGY SERVICES

- A/V services: Equipment may be contracted through the Forsyth Conference Center. Services included with room rental are house sound, podium with microphone, screen and projector. Other services are available such as DVD and TV Equipment, wireless microphones, live video feeds etc. A designated A/V technician will be provided if such services are written into the Event Contract.
- Sound: The house sound system is intended for public address and is not sufficient for vocalists or music. Our "House Sound" is defined as our in-house speakers mounted in the ceiling in the Conference Center. Additional equipment may be needed for recitals or events with larger sound needs. This will need to be contracted by an outside vendor.
- Technicians: If you would like to have an A/V Technician assigned to just your event, this can be arranged for an hourly rate through the Events Office.
- For meetings requiring a speaker phone, we can arrange in advance for a speaker phone to be available in our board room and conference room.

#### ➤ CHINA, GLASSWARE, SILVERWARE, & LINEN RENTAL

We have place settings available for rental parties up to 400. To see options and rates, please see the *Forsyth Conference Center Rental Information*.

## ➤ BUSINESS SERVICES

- Business Services, including photocopy and fax service are available during your rental. For limited use, this is complimentary. If larger quantities are needed, we have included rates in our *Forsyth Conference Center Additional Services* sheet.
- The Forsyth Conference Center has wireless internet available. Complimentary computers are available for attendees in our Business Center, located in our Conference Center foyer by the Board Room.

## 16. INSTITUTIONAL POLICIES

### **LICENSES**

Customers must obtain all licenses and pay all royalties and artist fees necessary to use any patented or copyrighted matter or any trade name.

### **INCLEMENT WEATHER**

If Lanier Technical College is closed due to inclement weather, the Conference Center will be closed as well and will notify clients accordingly. If Lanier Technical College remains open, and conditions warrant, the President may decide to close early or close operations entirely. The Conference Center will adhere to this policy as well. In these situations, the Conference Center will work with the customer to reschedule the event. Standard procedure is that no refunds will be issued. Weather Backup Dates will only be put on the calendar five business days before the scheduled event, if necessary, after review of the forecast.

### **SMOKE/TOBACCO-FREE CAMPUS**

Lanier Technical College is a non-smoking/tobacco-free campus, adhering to the State of Georgia Policy concerning smoking in public buildings. Smoking and/or use of tobacco products are not permitted anywhere on the premises except in automobiles.

### **WEAPONS POLICY**

Lanier Technical College intends for employees, students, and visitors on its campus to be safe at all times, particularly concerning weapons. Lanier Technical College is committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material at Lanier Technical College shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Fireworks are considered an explosive compound and are banned from the property and a \$500 fine will be assessed if any are used.

### **AMERICAN DISABILITIES ACT**

The facility is fully accessible to people with disabilities and in compliance with ADA regulations. Please notify the events office of any special needs that you or your guest may have. It is the responsibility of the customer to ensure that all exits remain unblocked at all times.

### **NONCONFORMING USE**

Events not conforming to Lanier Technical College's mission and purpose or any event that has been scheduled due to untrue or misleading information provided by the User shall be rejected or cancelled immediately. Any such rejection or cancellation shall be at the sole discretion of Conference Center Director.

### **MARKETING POLICY**

The Forsyth Conference Center reserves the right to photograph and/or video events and/or participants for use in marketing materials.

Materials used to advertise events using the Forsyth Conference Center name and logo must be approved to insure proper use.

## 17. PERSONAL PROPERTY/LIABILITY

- The Center cannot assume responsibility for personal property and equipment.
- Tables, chairs, and other personal property owned by Lanier Technical College are not available for off-premise use.
- Lanier Technical College is not responsible for any property provided by the User or the User's contractors.
- Vehicles can park on the rear ramp for loading and unloading ONLY. Vehicles or obstructions must be removed 30 minutes prior to the beginning of an event, as the ramp serves as additional handicapped access, as well as an emergency entrance to the building.
- Parking on the grass is not permitted.

## 18. **APPEAL PROCESS**

All questions and concerns regarding policies or regulations can be presented for review. To be formally considered, the policy review requests are to be submitted through the Conference Center Director for the President's consideration.

19. **ALCOHOL (See *Use of Alcoholic Beverages on Campus Guidelines* and *Request for Alcohol Approval Form*)**

- If User is considering serving alcohol, the User must obtain, complete, and submit for approval the following Technical College System of Georgia documents providing the regulations and guidelines concerning the use of alcohol: *Use of Alcohol*, *Use of Alcoholic Beverages on Campus*, and the official *Request for Approval to Serve Alcoholic Beverages and Agreement Form*.
- Use of alcoholic beverages on Lanier Technical College property shall be limited to the Conference Center. It shall be in strict compliance with all federal, state and local laws, and at the discretion of the Lanier Technical College President.
- Forsyth County requires a Special Events Permit to be issued for public events that have alcohol.
- User shall not allow any person to exit the Conference Center with an open container of an alcoholic beverage.

20. **THIRD PARTY PROVIDERS**

All third party providers (i.e. caterers, florists, rental companies) must comply with all Forsyth Conference Center policies and procedures. Customers who contract third party providers directly assume responsibility for those providers and should review this document with them, as the customer is ultimately responsible should the provider fail to comply with procedures. Any provider who has previously violated these rules or engaged in improper conduct will not be permitted to service future events. Third party providers must setup and teardown within the customer's rental time.

All deliveries from providers on behalf of the customer must be arranged and approved through the Events Office. Loading and unloading must be done through the loading dock.