



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 is to serve the members of the UWG community including students, faculty, staff, and occasional non-UWG affiliated groups.

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 reservation requests for university employees and student organizations can now be made through the Reserve West web app. Users are able to request space and manage their reservations through their accounts within this system. Non-UWG affiliated groups will request space through an external form and work with a Reserve West administrator during the reservation process. General UWG reservation policies can be found at <http://www.westga.edu/reservewest>. Campus Center specific policies and details can be found at www.westga.edu/urec under Events.

The Campus Center is funded by 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: *Non-UWG Affiliated groups (non-profit & for-profit)*

Tier reservation priority dates can be found on our website under Event Reservations.

Campus Center Reservation Policies

1. Reservation requests are processed on a first-come, first-served basis within the priority tier. Communication will be sent to the primary contact within 1-3 business days regarding the status of the request.
 - o A request for space does not guarantee event approval. Requests may be denied if the event conflicts with any university policies or space accommodations cannot be met.
2. University business must not be disrupted by events this includes entering and exiting the Campus Center and amplified sound.
3. Attendance at events will be limited to the defined room capacity.
4. Events cannot block doorways, hallways or aisles with chairs, tables or persons without permission from the Coordinator of Events due to fire safety code.



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5. 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, cancellation of upcoming reservations, and/or inability to submit request for future use of the facility.
6. 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.
7. 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 10 days prior to event to discuss approval & appropriate access procedures for non-members.
8. Pageants, concerts, new member presentations, dance competitions and fashion shows held in the ballroom require that the full ballroom is reserved.
9. Prohibited items include helium balloons, glitter, fog machines, candles, open flame, and animals (service animals are permitted).
10. Organizations should return all rooms to their original condition at the conclusion of their event.
11. Campus Center loading dock should be used for loading and unloading only. Priority will be given to Dine West and campus vendors to unload.
12. If guest parking is needed for an event, please contact the UWG Parking & Transportation office at parking@westga.edu or (678) 839-6629 in advance.
13. Campus-wide wireless Internet is managed by UWG ITS. If WiFi is needed for an event, please review the wireless access webpage at <https://www.westga.edu/its/wireless.php> or contact the ITS Service Desk at (678) 839-6587 in advance.
14. If an item is left behind following an event, or needs to be placed in lost & found please see the Campus Center welcome desk or contact UREC Administration at (678) 839-5500.
15. Events should be held within Campus Center operating hours. Current hours can be found at <https://www.westga.edu/campus-life/urec/urec-hours-of-operations.php>.
16. Event staff will be in the building for the duration of any event hosted in the Campus Center, however, are not dedicated to specific events. For needs during your event, please see the event concierge desk, call (678) 839-5500, or see any UREC staff member.
17. The ballroom is the largest shelter location in the Campus Center. In the event of severe weather, your event may be interrupted to shelter patrons. In the event of a UWG delayed opening or closure events may be cancelled with a refund.

Limitations

- Request must be submitted at least 10 days in advance for special events and/or meetings.
- Simple meetings are defined as department events not needing set-up, additional equipment or audio/visual needs, food/catering or additional support from staff. These rooms are as-is and can be reserved immediately when submitted at least 1 business day in advance. This form is only available to faculty/staff.



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- Due to the large number of requests received and limited number of large spaces on campus, organizations may only reserve the full ballroom three times per semester and a portion of the ballroom four times per semester. Organizations may reserve meeting rooms and other spaces no more than three times a week.

Limitations are in place 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.
- Cancellations should be submitted via the Reserve West web portal by signing into the account under which the reservation was made and selecting 'My Events'.

Risk Management

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