



FORSYTH CONFERENCE CENTER

Lanier Technical College
Forsyth Conference Center
7745 Majors Road
Cumming, GA 30041

Ph: 770-781-6974 Fax: 678-302-2417

www.forsythconferencecenter.com

forsythconferencecenter@laniertech.edu

FORSYTH CONFERENCE CENTER POLICY GUIDE

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. Annual events may be scheduled 18 months in advance.
- The Events Office staff is available during regular business hours 8:30 a.m. - 5:00 p.m., Monday through Friday to assist with reservation requests.
- 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.
- Please see our *Forsyth Conference Center Rental Information* for hours, rental rates and special discounted rates.

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.

Information on session locations will be posted in the conference 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. CONTRACTS

- Use of any space within the Conference Center requires executing a written agreement called an Event Contract and paying a deposit. No verbal agreements for the use of the Conference Center shall be valid.
- Addition of space and/or services to a rental contract will be made as available and may result in additional fees and service charges.
- Customers requiring extended access for setup, teardown, or decorating will incur additional charges. An hourly rate is listed on the rental information for each room.
- Management reserves the right to move an event to a comparable room should the need arise.

3. DEPOSITS

- A 50 percent deposit is required to secure a space reservation, 20 percent of which is non-refundable.
- Social events require a \$400 security deposit in addition to the 50 percent space deposit. The security deposit is retained to cover any potential damages or extraordinary clean-up that may be required by the Center. If no damages are assessed or extraordinary clean-up is required, the deposit or the un-used portion of the deposit will be refunded or applied to the event balance.
- For a reservation made less than 30 days prior to event date, 100 percent of rental rate is required to hold space.

4. PAYMENT TERMS

Payment must be received at least five business days prior to event by check, cash, Visa, or MasterCard unless other arrangements are made in advance with the events office. A \$400 Security Deposit for "Social Events" is also due five business days prior to the event. 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 for insufficient funds or any other reason. Late payments will be charged a 15 percent monthly service fee.

5. 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 canceled.
- Any User canceling an event more than 30 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.

More than 30 days prior to event date	30 days – 14 days prior to event date	13 – 7 days prior to event date	Less than 7 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

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 Table (72" x 30")
- Break Service Table (72" x 30")
- Banquet Chairs
- Podium with microphone
- Projection Screen
- Projector

We require a room layout and will send one with your Event Contract for approval. Once approved, any changes to the diagram should be made 5 business days prior to event to allow time for revisions, approval, and communication for setup. After setup is physically completed, each set-up change is a \$50 fee. 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 linen, glass, 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.

- User is expected to return facilities and property in the same condition that they were provided.
- 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 or applied to event balance upon receipt of a satisfactory Event Review Report.

8. BUILDING ACCESS

- Weekday rental services are available Monday through Thursday 8 a.m. – 10 p.m. and Fridays 8 a.m. – 5 p.m. Weekday full-day rates are for 8 hours between 8 a.m. – 5 p.m. and half-day is 8 a.m. – 12 noon, 1–5 p.m. or 6 – 10 p.m.
- 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.

9. USAGE GUIDELINES

- At no time shall a User sublease or assign its reservation to another individual, group, or organization.
- When the User does not use a portion of the building or equipment that has been booked with the Conference Center Director, the User remains responsible for the rental charges on the portion not used.
- 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, floral arrangements 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 500 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 300 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 will bill the customer accordingly.

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 on weekends.

12. TELEPHONES

There is a courtesy phone available for use in the Business Center. 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.

13. MAXIMUM CAPACITIES

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

14. **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, 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 devise, 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.
 - **SCISSOR LIFT OPERATION:** Any decorations that are to be hung from the ceiling will require a certified scissors lift operator. Operators will be contracted as available and will be billed in one-hour increments. Such services must be written into the Contract or requested a minimum of 10 business days prior to the event. Please contact the Events Office for a fee schedule.
 - **DISCO BALLS, 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.
 - **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.
- All of the User's equipment and decorations must be removed at the conclusion of the event. Otherwise, the User is subject to a \$400.00 extraordinary clean-up fee and possibly storage and removal fees, if applicable.
- Please note that the Conference Center does supply table linens and place settings (plates, cups, knives, forks, spoons, napkins, etc.). These items can be rented from Lanier Technical College or should be arranged through the caterer. Lanier Technical College will supply these items but not set the tables.
- User shall not post, exhibit, or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters, or cards of description, inside or outside on any part of the building, without prior approval of the Events Office.

15. **CONCESSIONS**

- Lanier Technical College reserves the sole and exclusive right to regulate the sale of any beverage, food, souvenir, or other merchandise on the Conference Center premises.
- Concession rights may be granted in the written agreement with the Event Contract.

16. **INSURANCE**

User agrees to indemnify and hold harmless Lanier Technical College, its officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, or liability of every kind, attorney's fees, for injury to or death of any person, or for damages to any property, arising out of or in connection with the use of the premises by the Conference Center, its agents, representatives, assigns, invitees, and participants under this contract. Such indemnity shall apply where claims, losses, damages, cause of actions, suits, or liability arise in whole or in part from the negligence of Lanier Technical College. User assumes full responsibility 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.

17. **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.
- Additional audiovisual equipment that is not included as standard equipment in meeting rooms, such as LCD projectors, flip charts, overhead projectors, additional laptops, CD/DVD players, etc. can be reserved through the Conference Center office.

18. 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.
- 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 insure 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.
- If a food or beverage spill has occurred that is not easily removed, User should seek the assistance of the Conference Center Director or LTC 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.
- There is a \$400.00 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. No outside A/V equipment is permitted without prior written approval from the events office.
- 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.
- Laptops are available for rent if needed for your event for presentations or training.

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

We have place settings available for rental parties up to 300. To see options and rates, please see the *Forsyth Conference Center Rental Information*.

➤ **CONTRACT LABOR/STAFF**

Staff services can be made available upon request to assist in areas such as traffic control, security (required on weekends), valet parking, and scissor-lift operations. See Events Office for more 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 Rental Information*.
- 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.
- We offer rental of laptops for events where they are needed or you can arrange a computer lab if necessary.

19. 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 delay opening, close early, or close operations entirely.

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. Unless otherwise provided by law, it is unlawful for any person to carry, possess, or have under such person's control any firearm, weapon, or unlawful explosive compound while on technical college property to include all campus and off-site work locations; at a technical college sanctioned function; or, on a bus or other means of transportation furnished by the college. The driver of a vehicle parked or in transit on the property of any technical college (including the personal vehicle a System Office or technical college employee) may keep a firearm in his/her vehicle provided that the weapon is locked out of sight within the vehicle's trunk, glove box, or other enclosed compartment or areas within the vehicle. Note: this provision applies to drivers possessing a valid Georgia weapons carry license or who are otherwise authorized by law to carry or possess a firearm/weapon. 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 must be approved through the Lanier Technical College's Marketing Department to insure proper use of the school/facility name and official logo.

20. PERSONAL PROPERTY/LIABILITY

- The Center cannot assume responsibility for personal property and equipment. Liability for damage to the premises will be charged accordingly.
- Tables, chairs, and certain other personal property owned by Lanier Technical College are available to the User at the Conference Center upon payment of the necessary fees.
- 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.
- User's property, owned or rented, must be removed from the premises immediately after each event unless prior paid storage arrangements have been made. A penalty storage fee will be charged if equipment is left after the group exit time indicated on the signed contract.
- No equipment may be brought in by the User without permission of the Conference Center Director.
- The User shall be responsible for all damages to the Conference Center property during the time of the User's use for replacement value.

- 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.

21. PENALTIES

- The applicable hourly rate will be added to ANY unstipulated occupancy time (as per written agreement) accrued through early arrival or late departure. Any time over a half hour (30 minutes) shall constitute as a whole hour.
- 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.
- Users indemnify Lanier Technical College and personnel for any expenses which may be incurred for the removal or storage of the Users property.

22. 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.

23. 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 events that have alcohol.
Alcohol Ordinance 68, Section 4.11(c) – For profit businesses that possess a valid local government-issued alcohol license may make application with the county manager for a Forsyth Conference Center Special Event Permit.
- User shall not allow any person to exit the Conference Center with an open container of an alcoholic beverage.

24. THIRD PARTY PROVIDER AND DELIVERY PROCEDURES

All third party providers (i.e. caterers, florists, rental companies) must comply with all Forsyth Conference Center policies and procedures. The Forsyth Conference Center will manage all aspects of and assume responsibility for third party providers when their services are contracted for the customer by the Center. 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.

Only approved caterers are permitted to serve at the Forsyth Conference Center. A list is available at the Events Office. A caterer can apply for approval, but it must be 30 days before his or her first event at the conference center.

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.

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 a Caterer Guidelines with their application and must adhere to these while serving events at the Forsyth Conference Center.