



Events Policy

Terry College of Business Facility Operating Hours (Monday-Friday)

Building	Fall-Spring Semester Hours	Summer Hours
Correll	7:00 AM-7:00 PM	7:00 AM-6:00 PM
Moore-Rooker, Amos, Benson	7:00 AM-9:00 PM	7:00 AM-8:00 PM
Sanford	7:00 AM-11:00 PM	7:00 AM-6:00 PM

Classrooms in the Business Learning Community will open 30 minutes prior to scheduled classes/events and be secured at the end of the scheduled class or event

Propping of TCB classroom or meeting rooms off schedule is not permitted

Scheduling requests **must be submitted** through the [Terry Classroom and Meeting Room Support Form](#). Details like the departmental contact, number of attendees, date and time of event and location on the form are automatically submitted and processed for reservation by Terry Facilities. Technology and special event support can be requested with the form submission for you event.

Events scheduled in the Stelling Study and Event Space must be made through facilities and events 30 days prior to the event.

Scheduled events must be approved by Terry Facilities, Terry Special Events, Terry Office of Information Technology and special consideration must be approved by The Terry College of Business Dean’s Office. **If food or drinks will be served during the event, you are required to dispose of your waste or make arrangements for scheduled cleanup after the event.**

Event Based Personnel Charges

Personnel – 4 hour minimum

Event Support for Weekend Events	\$100/hr.
Events with food and drink and any unlocked exterior doors require event support	
AV/IT Support for Weekend Events	\$50/hr.
Any weekend use of lab spaces and complex AV/IT may require AV/IT support.	
Security	\$32/hr.
Required on Football Game days and events serving alcohol.	
Event Set-Up/Breakdown	Varies
Required for events with complex set ups. <i>Prices vary depending on set-up/breakdown. Consult with the Terry Special Events for more information</i>	



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Rules and Regulations for Building Use

- Any event including alcohol must adhere to the University of Georgia Alcohol Policy. http://www5.galib.uga.edu/scl/facilities/alcohol_use_policy.pdf The Terry College Alcohol Policy covers a few other restrictions. Please ask for a copy of the policy
- No open flame (sternos, votives) without approval of Terry Facilities.
- The University of Georgia has an exclusive contract with Coca-Cola. As a result, products from other manufacturers (i.e., “Pepsi”) are not permitted to be used at events in the Terry College. Exceptions to this policy should be requested through Terry Special Events (events@terry.uga.edu).
- Nothing is to be attached to any TCB Building Surfaces, no adhesives, tapes or tacks may not be used to secure any signage or material at any time
- No doors may be propped open (this is a fire code regulation enforced by the Fire Marshal).
- Once a Terry College facility is locked only individual with authorized proximity cards can enter buildings. Please do not open the building for unauthorized individuals or groups (such as student organizations and or undergrads).
- Every event must have at least one representative on-site who can respond to questions from Terry College staff.
- No craft supplies (e.g., glitter, confetti, glue, paint) may be used in Terry College facilities.
- Use of Terry College facilities are restricted only to defined rooms/spaces listed in the usage agreement.
- Electronic devices that are property of Terry College may not be unplugged, turned off, or reprogrammed in any way.
- No rearrangement/movement of furniture without explicit consent of TCB Facilities
- No unauthorized vehicles are allowed on TCB properties at any time.
- Requests for parking must be made no less than *two weeks* prior to event date.
- Requests for table/chair set-up must be made no less than *one week* prior to event date, events requiring rented tables and chairs must be coordinated at least *30 days* in advance
- In the event that individual participating in an event in Terry College facilities is not able or unwilling to remove the trash from their event you may opt to put a work order for over time custodial staffing (with a cost of \$21.00 per hour 3 hour minimum). This



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should be done 3- 5 days in advance of your event. Signee will be held accountable for residual event pick-up in the event that attendees do not follow this protocol.

- Security is strongly recommend for events when there will be 200 or more guest in attendance. When the guest will be on campus long after normal business hours and alcoholic beverages are being served. Security is highly recommended at all Tailgates on campus when Alcohol is served even if the number of guest is below 200. This is for the safety of our guest and the Terry faculty, staff and Terry Property. Outside security runs around \$18.75 an hour.

Reasonable and timely special requests will be considered. Any violation of these regulations will result in cancellation of event and/or loss of privilege to use the Terry College for future events. Fees may be assessed for additional expenses incurred for events