Events Policy

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

<table>
<thead>
<tr>
<th>Building</th>
<th>Fall-Spring Semester Hours</th>
<th>Summer Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Correll*</td>
<td>7:00 AM-7:00 PM</td>
<td>7:00 AM-6:00 PM</td>
</tr>
<tr>
<td>Moore-Rooker, Amos, Benson*</td>
<td>7:00 AM-11:00 PM (Fri. 7am-7pm)</td>
<td>7:00 AM-6:00 PM</td>
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<tr>
<td>Sanford</td>
<td>7:00 AM-11:00 PM</td>
<td>7:00 AM-6:00 PM</td>
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</tbody>
</table>

*Only available to Terry Organizations after 5pm*

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 facilities tab at help.terry.uga.edu. An account number is required for any event reservation to be processed.

Events scheduled in the Stelling Study and Event Space must be made through facilities and events 30 days prior to the event and will require a work request for cleaning after each event.

Student organization events in the Stelling Study also require the advisor be present for the entire event.

**Event Based Charges**

Personnel – 4 hour minimum

| Event Support for Weekend Events | $100/hr. |
| AV/IT Support for Weekend Events | $50/hr. |
| Security                        | $17/hr.  |
| Event Cleanup                   | $25/hr.  |

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 in the dumpsters or make arrangements for scheduled cleanup after the event.**
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Rules and Regulations for Building Use

- Terry College does not permit student organization events to serve alcohol.
- Any event including alcohol must adhere to the University of Georgia Alcohol Policy. https://provost.uga.edu/policies/academic-affairs-policy-manual/5-01-use-of-campus-space/#p-5-01-3
- No open flame (sterno, 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 guests 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.