

Macon State College Professional Sciences Center Facility and Service Policy

Public Service is a part of the mission of Macon State College. The College through the Department of Continuing Education fulfills this aspect of the college's mission by offering professional development opportunities and providing conferencing services to educational, business, non-profit groups, state agencies and the community. The primary facility for conferencing is the Professional Sciences Center, although other spaces are available on campus. Provided below is a description of the facility and its available meeting space.

Scheduling of Meeting Space:

The conference center staff works with the authorized representative to schedule appropriate rooms, equipment and related services to meet the needs of the customer. The Center reserves the right to re-assign reserved space to comparable space in order to meet business or daily operational requirements.

Hours of Operation:

The Professional Sciences Conference Center is open Monday through Thursday from 7:30a.m. until 6:00p.m. and during scheduled events being held in the center. Weekend, early morning and evening hours are available upon request. The Conference Center can be reached at 478.471.2770.

Inclement Weather: In the event of inclement weather, Macon State College reserves the right to cancel events.

Catering Information:

The Professional Sciences Conference Center does not allow any food or beverage to be brought in by event participants and/or outside caterers. All food and beverage services must be managed and provided by the conference center's caterer, ARAMARK. Catering guarantees are due no later than 12:00 noon, three days prior to the event. The group will be billed for the guarantee or for the actual number served, whichever is greater. In the event of cancellation within 48 hours of an event, the customer is liable for any food and production costs incurred up to that time. Due to health regulations, no food or beverage may be removed from the premises following any function. Food services are coordinated through the Department of Continuing Education.

Tech Support:

The Professional Sciences Conference Center is equipped with a variety of Audio-visual technology. Basic technology including LCD projectors, projection screens and sound systems is included in the rental. Additional technology is available for a fee.

Decorations:

The Conference Center staff can assist with arranging for purchase of freshly cut flowers, centerpieces, etc. No decorations may be hung from the ceiling or placed on walls. All candles must be globed. The use of glitters and confetti is prohibited.

Posters/Signs:

Easels can be provided for any posters or signs to be displayed during a meeting. No signs or posters are allowed to be pinned or taped to the doors or walls. The placement of organizational banners must be arranged in advanced. Tacks, nails, or screws cannot be used for any purpose in the center. Directional signs are permitted with prior approval by center staff.

Pre-Event Shipments/Labor Charges:

All shipments must be approved in advance. A labor charge may be assessed for unloading items to storage areas. No shipments will be accepted earlier than 48 hours prior to an event and must be picked up within 48 hours after the event unless prior arrangements are made.

Security:

The Center reserves the right to require security at any event held by outside groups renting the facility. These services are billed at an hourly rate and may require payment for a minimum number of hours.

Accessibility:

Macon State College facilities meet ADA requirements.

Liability:

The Professional Sciences Conference Center reserves the right to inspect and control all events held in the Center. The Conference Center does not assume responsibility for personal property and equipment brought into the center. Liability for damage to the premises will be the responsibility of the contracting party and will be charged back to them accordingly. The Professional Sciences Conference Center is not liable for any bodily injury occurring during use of the facility. In certain cases, groups may be asked to submit to Macon State College a certificate of insurance for general liability.

Damages:

There will be a charge for any and all damages to the facility, equipment and/or furnishing which occur during use. This includes tape on walls, doors and/or floors. There will also be a charge when excess cleanup is required.

Responsibility of Scheduling Group:

It is the responsibility of the scheduling group to be aware of the policies and guidelines of the Professional Sciences Conference Center. The group representative who signs the conference center agreement accepts responsibility for ensuring that all policies and guidelines are followed while event attendees are using the facilities. If a participant has a disability, the contracting party is responsible for providing auxiliary aides, assistance, interpreters and/or materials in the alternative formats.

Confirmations/Deposits/Payments/Cancellation/Refunds

A reservation is not confirmed until a signed license agreement and a 50 percent deposit has been received by the Professional Sciences Conference staff. The deposit will be deducted from the final bill. Exceptions to the deposit requirement can be made by the Vice President for External Affairs. The PSC Conference Center reserves the right to release unconfirmed reservations 30 days preceding an event. Cancellations must be made with the PSC Conference Center at least 15 business days before the scheduled event. Deposits will be returned if events are cancelled during this time period. All groups will be billed following the event, with the remaining balance due no later than 30 days after receipt of the bill.

Force Majeure

The performance of the agreement by either party is subject to acts of God, government authority, terrorism, disaster, strikes, civil disorders, unavailability of transportation facilities consistent with those in existence at the time of contract, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for the event. It is provided that this agreement may be terminated for any one or more of such reasons by written notice from one party to the other without liability.

Smoking Policy:

The PSC Conference Center is a smoke-free facility. Designated smoking areas are located outside the building.

Use of College Name:

The organization or individual must agree that no advertisement or other public statement shall assert or imply that Macon State College supports, approves, or endorses any product, service, interest, position or ideology of the organizations or individual, unless

such advertisements or statements have been approved in writing by Macon State College in advance of publication.

Parking:

Attendees should park in the lot reserved for the conference center. Overflow parking is available in the South Parking lot. Please see the map on the Macon State College website.

Information:

Please contact Cristina Catlett at 478-471-2770 or e-mail her at Cristina.Catlett@maconstate.edu for additional information.