Revised 02/16

GEORGIA SOUTHWESTERN STATE UNIVERSITY
FACILITIES SCHEDULING
POLICIES AND PROCEDURES

The following guidelines are created and adopted for the purpose of providing a statement of policy and
procedure by Georgia Southwestern State University with respect to the use of its physical facilities.
Reservations of space for non-academic campus events are made within each department of the University, with
priority as follows: (1) classes and academic events; (2) events by student groups and campus departments; and
(3) events by off-campus groups.

The following guidelines apply to special events, student activities, continuing education, summer camps,
athletic events, conferences and meetings outside the realm of scheduled academic classes. Individuals and
groups utilizing Georgia Southwestern State University facilities are expected to be familiar with all guidelines
and to comply with all guidelines concerning reservations and usage.

USE OF GSW FACILITIES

The use of University facilities will be allowed provided:

1. The purpose of the event is consistent with the mission of the institution.
2. The event holds no potential for disruptive, irresponsible, or obstructive actions by any person.
3. The intent of the off-campus group's use of a college facility is not for profit making or to support a
   Political cause.
4. A License Agreement and insurance is obtained as required by the University, when applicable.
5. Anyone using University facilities complies with Federal laws, State laws, local ordinances, and
   University rules and regulations, including the GSW Alcoholic Beverages Policy.

Litter and Damage

Users of University facilities are expected to leave the facility in a clean and undamaged state. All litter is to be
cleaned up in the area where the activity was held, including outside of buildings and adjacent parking lots.
Any damage to the facility and/or equipment used for the activity is the responsibility of the user.

If it is necessary for University personnel to clean up litter after an event, the user will be charged a minimum
fee of $50.00. If it is necessary for University personnel to repair, replace, or clean damaged items or facilities,
the user will be charged for labor and parts or replacement cost of item(s) damaged, in addition to the minimum
$50.00 fee. Affiliated and non-affiliated organizations also may lose reservation privileges for a specified
period of time if litter or damage occurs.
Groups Affiliated with GSW

Affiliated groups have an official tie with the University and are recognized as a University group. Affiliated groups include GSW recognized student organizations, GSW departments and divisions, and other college related organizations.

Student organizations, which have properly registered for the current academic year, are entitled to use GSW facilities, equipment and services according to prescribed policies and procedures. The scheduling of social events by student organizations is addressed in the GSWeathervane. Copies are available and should be reviewed before scheduling facilities.

Reservations for facilities by GSW affiliated groups are granted on a first come, first serve basis, when there is no conflict with previously scheduled events on campus. There will be no charge for the use of campus facilities by affiliated groups.

Non-Affiliated Groups

Non-affiliated groups refer to those organizations which have no official tie with the University nor are recognized by the University as an official group. Non-affiliated groups with members employed by or studying at the University are still considered non-affiliated.

GSW facilities are available for private use by GSW employees or students, only when the individuals pay the designated rental charge and other fees designated for the use of the facility.

The schedule of facility use fees is listed on page 7 of this document.

Educational Programs

Outside groups sponsoring non-credit educational programs should be channeled through Continuing Education.
HOW TO RESERVE A FACILITY

The Office of Reservations is located on the 3rd floor of the Student Success Center Office #3416. All reservations are made online. The Office of Reservations is committed to providing you with full attention for all facility needs that we are responsible for. The Division of Student Affairs is responsible for the following locations:

- Lakehouse
  - Student Success Center Conference Rooms SSC 2410, 2413 & 2417. (Larger Rooms)
  - Student Government Association Conference Room (SSC 3447)
  - 2nd Floor Corridors of the SSC
  - Student Success Center Gameroom (limited reservations)
  - Marshall Student Center Hallway
  - Marshall Student Center Patio
    - Sanford Lawn
    - Centennial Plaza
    - Intramural Gym
  - Aerobics Room/Dance Studio
  - Exercise Room 1170
  - Outside areas (Intramural Fields, Baseball/Softball Field, Soccer Field)

All reservations will be handled online from now on. Please continue to feel free to contact the office with questions regarding reservations for specific requests. You can reach her at reserve@gsw.edu or 229-931-2368. All reservations for the above listed facilities/areas must go through the DSA (Division of Student Affairs) Reservations Office.

Reservations can be made online at https://gsw.edu/Campus-Life/StudentActivities/Reservations
The reservation form is at the bottom of the page.

To see all of the rooms that are available, please check the following website first:
https://gsw.edu/Calendars/CampusActivities

All reservations must be requested at least 5 business days before the facility is being requested. Exceptions can be made in emergency situations only with the approval of the Director of Campus Life. In the event that you need to make a change in your requested reservation, please email the Office of reservations at reserve@gsw.edu with your specific requests that need to be made.

** Your reservation will only be official when you receive an email confirmation back from the Office of Reservations. You will need to bring this confirmation to your reservation spot in the event there is a question.

When a facility has been scheduled, a staff member will issue a confirmation of the reservation via email from reserve@gsw.edu within 2 business days of the transaction, as well as you will receive an invite from google to accept the reservation for the event.

This confirmation will also be sent to the Diversco (Company in charge of setup) and Public Safety (Office in charge of making sure the facility is unlocked and secure) We will only send email confirmations in an effort to conserve trees and save paper. Should you not receive an email confirmation within two days, please email or call the office staff in the Office of Reservations at 229-931-2368.

Should you call the Office of Reservations and no one answers, please leave a message on the answering machine and someone will respond to you within 1 business day.
In the event that there is an emergency with the facility and you cannot locate the Office of Reservation’s staff, please contact: 1st Mr. Joshua Curtin 229-931-2377 or 2nd Dr. Darcy Schraufnagel at 229-931-2378. If neither individual is available, please ask for Mrs. Kina Davis at 229-928-1387.

**If Organizations or Outside groups request to use meeting areas within the Division of Student Affairs, and do not show up for their meetings without cancelling their reservation, privileges can be revoked.

Organization or individuals making requests will be held responsible for making sure that the location is left clean after each use. If you do not request a setup and you change the setup from what was already in place you are responsible for setting it back up the way it was found. If these policies are not followed privileges will be taken from whatever organization or outside group the reservation is requested under. Please also be aware that no setup requests will be allowed for Saturday and Sunday events. GSW does not have the weekend staff to do setups on Saturday or Sunday.

Additional Reservations Information:

Reservations that are made for the sound system are the same as those for facility/area reservations. The sound system must be picked up from the Office of Reservations on the day of the event and returned by noon the following day. If the following days happens to be a weekend, it must be turned in the following Monday by noon. The DSA Conference Room #3426 will be handled through Mrs. Kina Davis you can reach her at 229-928-1387, or via email at kina.davis@gsw.edu

For more information on policies and how to reserve all facilities on campus, please click on the facility manual:

Cancellations/Changes

If you need a make a change or cancel a reservation after the reservation has been approved and confirmed please email the Reservationist at reserve@gsw.edu and let her know of the changes/cancellations and she will send you a change/cancellation confirmation via email.
ALCOHOLIC BEVERAGES

Individuals, including GSW students, under the legal drinking age (21 in Georgia) are not permitted by State law or University policy to possess or consume alcoholic beverages at any time. Failure to comply may subject the person to disciplinary action or arrest.

The complete GSW policy on alcoholic beverages is printed in the GSWeathervane, the student handbook. If not addressed in the alcoholic beverages policy, then the use of alcoholic beverages is prohibited at all times.

All organizations are expected to be familiar with, and to comply with, all local, State, Federal, and college laws and regulations concerning alcoholic beverages.

Alcohol Policies for On Campus and Outside Groups

1. Outside groups may not serve or sell alcohol in any GSW ON CAMPUS facility. Outside groups wishing to host a function serving alcohol must adhere to the following procedures:

   * Submit request to the Polly Conger in the Business Office to be routed to the Golf and Conference Center ONLY!

   * Groups must hire a company that holds Liability Insurance with a License to Serve Alcohol (ARAMARK). BYOB will not be allowed at any function.

   * Proof of the above Insurance and License must be provided to the Golf and Conference Center, 2 weeks in advance of function.

2. GSW related groups and organizations wishing to host a function serving alcohol must adhere to the following procedures:

   Submit a Facilities request to Vice President of Business and Finance

   * Only the President can approve or deny the serving of Alcohol in a GSW facility.

   * Groups must hire a company that holds Liability Insurance with a License to Serve Alcohol (ARAMARK). BYOB will not be allowed at any function.

   * Proof of the above Insurance and License must be provided to the President, 2 weeks in advance of function.

3. GSW groups and organizations wishing to host a non-alcoholic function must adhere to the following procedures:

   * Submit a reservation request using the online reservation system at: https://gsw.edu/Campus-Life/StudentActivities/Reservations
SECURITY

Public Safety officers will unlock and secure facilities for use after 5:00 p.m. on weekdays, and during weekends. Public Safety officers are available for event security by prior arrangement with that office. There will be a charge involved, which will be determined by the Director of Public Safety.

Student organizations may be required to hire Public Safety Officers who will be present during events under certain circumstances. The complete policy on "Scheduling of Social Events by Student Organizations" is printed in the GSWeathervane. Copies are available and should be reviewed before scheduling facilities.

FOOD SERVICES

The Campus Dining Service can be contracted to provide food services ranging from light refreshments to complete meals. Arrangements must be made separately with the Director of the Campus Dining Hall (229) 924-2732.

Groups contracting with ARAMARK Food Services must make arrangements with appropriate division/departments in order to use facilities in addition to the Dining Hall. Rental charges apply to non-affiliated groups.

Groups are welcome to provide their own meals at the Lakehouse or for outdoor activities. Otherwise, use of the Campus Dining Service is mandatory, with the exception of light refreshments.

EQUIPMENT

Several types of equipment are available to groups using GSW facilities. Requests for equipment should be listed on the facilities request form. Policies of the Board of Regents do not permit the University to lend any of its equipment or supplies to any agency or individual outside the college. Neither does the Board allow faculty or staff to remove equipment from offices, classrooms, or elsewhere on the campus.

Amplification of Sound

A sound system that includes a portable sound device, cd player, rca cables and microphone can be reserved through the Office of Reservations located in the Division of Student Affairs on the 3rd floor of the SSC office #3416. Unfortunately, only student groups are allowed to reserve these sound systems.

Chairs and Tables

Six foot and eight foot tables are available, as well as stacking chairs, if requested for on campus use.

Audio-visual Equipment

TV/VCR’s, DVD players, along with tape recorders, and overhead projectors, are extension cords available through the Office of Informational & Instructional Technology. There may be a fee associated with the rental of these materials.
FACILITY USE FEES

All non-affiliated groups are required to pay in advance the full amount charged for the use of the reserved facility. Exceptions to this policy may be made at the request of the division/department chair, with approval by the Vice President of Business & Finance.

Lakehouse ................................................................. $ 200.00
Lakehouse Deposit....................................................... $ 100.00

Jackson Performance Hall ............................................. $200.00/ $100.00 Deposit
2 Sound & Light Coordinators required.............................. $15.00/hr

Fine Arts Theatre ........................................................ $135.00/ $100.00 Deposit
2 Sound & Light Coordinators required.............................. $15.00/hr
Fine Arts Theatre Dressing Rooms................................. $15.00/ea.

Student Success Center Classrooms
Room 1211 - Classroom...................................................... $100.00
Room 1235 - Classroom...................................................... $100.00
Room 1240 - Classroom...................................................... $100.00
Room 1243 - Classroom...................................................... $100.00
These rooms are intended for meetings only. No parties, receptions, banquets will be allowed in these conference rooms.

Student Success STORM Dome
STORM Dome (+ additional man hours for the following services :)..............$ 1500.00
Custodial Labor, A/C, Carpenter Charges, Grounds, Physical Plant Services, Mechanic, Public Safety,
Any other Services Required
STORM Dome Deposit.................................................. $ 500.00 (non-refundable due at contract signing) which leaves $1000 balance (to be paid in full 7 days in advance, if not then the event will be cancelled.)

** Application/Contract must be submitted 30 days prior to the date of the proposed event unless time period is waived by the coordinator**

**In order to rent the Storm Dome you must contact Athletics (2nd floor SSC) for an application, The Storm Dome will not be rented during basketball season**

Hospitality Suite .......................................................... $ 200.00/ $100 Deposit

Student Success Center 2nd Floor Conference Rooms
Conference Room(s) 2nd Floor SSC (These rooms are equipped with audio and visual technology)
Room 2410 ................................................................. $ 100.00
Room 2413 ................................................................. $ 100.00
Room 2417 ................................................................. $ 100.00
Deposit for any of the Conference Rooms ................................ $ 100.00
Price when you reserve all three Conference Room ...................... $ 225.00
Gameroom ................................................................. $ 200.00/ $100.00 Deposit

Aerobics Room (with audio & without audio) ................................................................. $ 200.00/ $100.00
Racquetball Court ........................................................................................................ $ 10.00/hour per court
Climbing Wall ................................................................. $ 15.00/person or $100 group of 10
Intramural Gym ................................................................. $ 300.00/ $100.00 Deposit

Fees for other facilities will be set by respective department/division chairs, after consultation with the Director of Physical Plant and the Vice President of Business and Finance.

- In the event electrical hook-ups are required, add $25.00 to rental rate.
- Technical Support will be billed out at $25.00/hour
- Green Plant setup will be billed out at a flat rate of $75.00
- Labor cost for work performed on weekends and after normal working hours will be charged to the using party.
- Labor Costs will be listed as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Manhour(s)</th>
<th>Hourly Rate</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Covering of Floor</td>
<td>4</td>
<td>$15.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>B. Stage Setup-No ramp or carpet</td>
<td>12</td>
<td>$15.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>C. Ramp and Carpet add on (if needed)</td>
<td>3</td>
<td>$15.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>D. Chair Setup</td>
<td>10</td>
<td>$15.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>E. Stage Backdrop</td>
<td>6</td>
<td>$15.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>F. Breakdown of Backdrop</td>
<td>5</td>
<td>$15.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>G. Breakdown of Cover of floor</td>
<td>4</td>
<td>$15.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>H. Breakdown of Stage</td>
<td>6</td>
<td>$15.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>I. Breakdown of Chairs</td>
<td>7</td>
<td>$15.00</td>
<td>$105.00</td>
</tr>
<tr>
<td>J. Clean-Up of Venue</td>
<td>12</td>
<td>$15.00</td>
<td>$180.00</td>
</tr>
<tr>
<td>K. Sound System Setup</td>
<td>1</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>L. 2 GSW Officers (2 Hour minimum)</td>
<td>4</td>
<td>$20.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>M. AC Charges</td>
<td>4</td>
<td>$40.00</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

**Full List of Cost for Event with Required Setup**  
$1,295.00

**Minimum Cost of 2 Hour Event No Setup**  
$220.00

STORM Dome Notes: Each person or organization that makes the request will be held responsible for making sure that the location is left clean after each use. If you do not request a setup and you change the setup from what was already in place you are responsible for setting it back up the way it was found. If these policies are not followed privileges will be taken from whatever organization or outside group the reservation is requested under.

No setup requests will be allowed for Saturday and Sunday events without prior approval.
**Types of Users**
Users will be charged for fees for facility use according to the 3 categories outline below:

1. **University Groups**
2. **Affiliated Groups**
3. **Non-Affiliated Groups**

**University Groups**
Registered student organizations, university departments, will have no charges assessed for reserving a facility.

**Affiliated Groups**
Groups with an official association with the University will receive a reduced user fee.
Affiliated Groups are defined as follows:
1. Non-University events hosted by Student Organizations and University Departments. A University contact must coordinate the event.
2. University functions where participant fees are assessed such as admission fees, donations, registration fees, fundraising benefits, etc.
3. Educational Institutions
4. Community partners, defined as groups that are consistent with the Board of Regents Policy of advancing community service.

**Non-Affiliated Groups**
For off-campus groups wanting to use GSW facilities for seminars, meetings, or banquets for educational purposes, full rental fees apply. Non-affiliated groups are defined as the following:
1. Businesses
2. Profit Organizations
3. Non-University Agents
STUDENT SUCCESS CENTER/DIVISION OF STUDENT AFFAIRS
Contact Person:  Brooke Benton
Supervisor:    Mr. Joshua Curtin
Phone #:    229-931-2368
Email:    reserve@gsw.edu

The Student Success Center facilities include the 1st & 2nd Floor Corridors, SGA Conference Room 2447, and SSC Conference Rooms that include all of your audio and visual needs in Room 2410, 2413, and 2417.

The Division of Student Affairs conference room #3426 can be reserved through Mrs. Kina Davis at kina.davis@gsw.edu or at 229-928-1387.

The Division of Student Affairs also reserves other campus facilities which include the MSC Hallways, Lakehouse, and lawn areas.

SGA Conference Room seats up to 15. Located on the 3rd floor of the Student Success Center in room 3447, the Student Government Association has first priority on this meeting room. This room is equipped with a projector and sound with plugins for a laptop and HDMI.

Division of Student Affairs Conference Room seats up to 15 people. The conference room is fully equipped with audio and visual. The Division of Student Affairs Conference Room is located on the 3rd Floor of the Student Success Center and is located in room 3426.
Student Success Center Conference Rooms include three rooms: 2410, 2413, and 2417. Room 2410 seats approximately 40 people with tables and chairs, whereas, 2413 & 2417 seat approximately 50 people with complete table and chair setup. The conference rooms can be divided into three small rooms or one large room depending on your functions needs. In addition, there is a lobby area that makes for a great check-in area or for registration setup. This area also includes cabinets and storage area, as well as, an area to hang coats. The conference rooms all are equipped with audio and visual equipment. This would include: blu-ray player, projector, screen and sound. These conference rooms can be setup to display sound and picture on all of the rooms or individually.

Recognized student organizations may request tables for solicitation to be set up in the 2nd & 3rd Floor

SSC Corridors and Rock Climbing Wall Lobby.
Campus Recreation Facilities: Ms. Angie Hobbs Director of Campus Recreation 229-931-2365.

SSC Rock-Climbing Wall is available for all students/guests. Each participant is expected to sign a release of liability waiver and can be reserved or rented through the Director of Campus Recreation.

SSC Racquetball Courts are available to students/faculty/staff on a reservation basis. Students, Faculty and Staff are encouraged to sign up for 1 hour increments with the Director of Campus Recreation. The Racquetball Courts may also be rented with the Director of Campus Recreation.
SSC Aerobics Room is located on the 1st floor of the Student Success Center. This room is designed with a floating floor to provide comfort and safety to activities that are scheduled in this room. This room is primarily used for dance practice, yoga, dancing etc. This facility can be reserved through the Director of Campus Recreation. The aerobics room holds approximately 40 people.

SSC Weight Room is located on the 1st floor of the Student Success Center. This extensive gym is equipped with all of the latest equipment in the health care industry. From free weights, to treadmills and stair steppers, the SSC weight room has all of your physical needs.

The SSC Intramural Gym or practice gym is located on the 1st floor of the Student Success Center gym it is used for everything from small concerts to basketball, volleyball, badminton and more. This facility can be reserved by using the online website https://gsw.edu/Campus-Life/StudentActivities/Reservations it holds approximately 300 people.
The Lakehouse has central heat and air; a kitchen with stove, refrigerator, freezer, and sink; restrooms; and a fireplace. Set up with tables and chairs the Lakehouse will hold 125 people. Six or eight foot tables for serving food may be requested through Physical Plant. The Lakehouse is appropriate for day camp activities and meals for up to 100 people. The area surrounding the Lakehouse, including the deck and tables, is appropriate for large picnics. The lake itself may not be used for swimming. Prior arrangements may be made with the Campus Dining Service for a catered meal, including use of the University portable barbecue pit. Groups may, of course, provide their own meal. This facility is available to on-campus groups/departments and off-campus groups. Off-campus groups must pay the rental fee. No alcohol shall be served at the Lakehouse. This facility can be reserved by using the online website https://gsw.edu/Campus-Life/StudentActivities/Reservations

Lawn areas for cookouts and activities are available to GSW affiliated groups.

FOOD SERVICE FACILITIES (Aramark)
Contact Person: TBD
Supervisor: Mrs. Amber Debaise
Phone: 229-924-2732
Email: dining@gsw.edu or Collins-Shane@aramark.com

The Food Service Facilities include the Main Dining Room, Faculty Dining Room, Thomas O. Marshall Pavilion, Java City, Chick-Fil-A and Boars Head deck. These facilities accommodate 350, 160, 200, and 30 people, respectively not counting Chick-Fil-A and Boars Head. These areas are appropriate for meals and receptions. On-campus and off-campus groups may utilize these facilities. Please contact Amber Debaise for reservations.

ADMINISTRATION BUILDING
Contact Person: Angela Smith
Supervisor: Dr. Charles Patterson
Phone: 229-928-1360
Email: Angela.Smith@gsw.edu

The Administration Building Rotunda is appropriate for small receptions and is available to GSW affiliated groups only. Use of this facility should not interfere with the offices located around the Rotunda.

The President’s Conference Room The President’s Conference room seats 20 around the T-shaped conference table with additional seating for 10. A drop-down AV screen is available along with a wireless internet connection. Noise level of meetings should be kept to a minimum so as not to disrupt operations in surrounding offices. Available only to on-campus groups.

Administration Building, Room 127:
Classroom with capacity of 200 with chairs or 80 seated at desks (2/desk)
Media available in this room includes: regular and wireless microphone, screen/overhead projector, document camera, polyvision monitor, laptop interface and DVD/VCR capability. Touch screen controls on lectern. First priority for this room is academic/instructional. Available only to on-campus groups. Not available to student groups.

Administration Building, Room 135:
Classroom with capacity of 48 desks and chairs
Media available in this room includes: screens/overhead projectors, polyvision monitor, and laptop interface. Touch screen controls on lectern. First priority is academic/instructional. Available only to on-campus groups. Not available to student groups.
FINE ARTS FACILITIES
Contact Person: Ms. Ray Mannila/ Dr. Julie Megginson
Supervisor: Dr. Kelly McCoy
Phone: 229-931-2204
Email: rmannila@gsu.edu

The Fine Arts Facilities include Jackson Performance Hall and the Fine Arts Theatre.

**Jackson Performance Hall Auditorium** is air conditioned and seats approximately 299 people. It is appropriate for large meetings of more than 299 people and events requiring a stage. Limited state lighting and dressing room space are available by advance arrangement with the Department of Music faculty. Lighting will not be adjusted. The sound room is locked and cannot be opened without hired staff assistance through the Music Department. A charge will be assessed if staff assistance with lighting is involved.

A more detailed policy regarding the use of Jackson Performance Hall is available and should be reviewed before scheduling. Please note: There is a specific reservation form to use when reserving the Fine Arts Theatre or Jackson Performance Hall.

The **Fine Arts Theatre** is air conditioned and seats approximately 267 people. It is appropriate for special presentations requiring theatre seating, staging and lighting. Special lighting and sound are available by prior arrangement with the Theater, Communication, and Media Arts Department staff, and require a charge of $10.00 per hour. Groups that use the stage may also require a stage manager at a charge of $15.00 per hour.

ATHLETIC FACILITIES
Contact Person: Ms. Debra Sloan
Supervisor: Mr. Michael Leeder
Phone: 229-931-2222
Email: debra.sloan@gsu.edu

The Athletic Facilities include the STORM Dome, the James Deriso Pool, tennis courts, Athletes weight room, baseball field, softball field, and soccer field on the north end of GSW.

Specific information about athletic facilities can be obtained from the Athletic department.

The **James Deriso Swimming Pool** is an olympic-sized aquatic facility with an indoor and outdoor swimming option. The pool is available for use at designated times by university students, faculty and staff, GSW classes, student activities/student organizations, and others authorized by the University. Please contact the Americus Blue Tide for reserving this facility at 229-924-3863. Note: reserving the pool may require hiring lifeguards.

**Health and Human Performance Classrooms** are also responsible for the reserving of classrooms located in the Student Success Center. 5 rooms (Class Rooms #1235, #1240, and #1243) a conference room (Room #1211) and a Lab (Room #1209). These facilities are appropriate for meetings, workshops, seminars, programs, and conferences of an educational nature. Room #1235 will accommodate 40 people; Room #1240 will accommodate 40 people; Room #1243 will accommodate 40 people; and Room #1211 will accommodate 15 people and is has a typical meeting setting; Room #1209 will accommodate 35 people and is fully equipped with audio/visual equipment with a computer lab setup. On campus and off campus groups may use these facilities. Each group using these facilities will be given the Policy for Facility Use and will be requested to read and sign before the program begins.
JAMES EARL CARTER LIBRARY FACILITIES
Contact Person: Ms. Kay Bell
Supervisor: Ms. Ru Story Hoffman
Phone: 229-931-2259
Email: Ru.Hoffman@gsu.edu

The James Earl Carter Library Facilities include 3 meeting areas plus a classroom/computer lab. Conference Room 1 has a permanent setup of 12 seats around a conference table. Rare Books Room seats up to 15 and can accommodate small events. Third World Room will hold 10 to 20 people in a living room setting. The Classroom/computer lab has 20 workstations plus instructors station. This room can also double for meeting area with 20 seats plus seating at computer stations equal to 40 or more seats. These facilities may only be used during regular library operating hours. Only campus groups and professional academic organizations may use this facility.

HEALTH AND HUMAN SCIENCE BUILDING 2 (HHSI2) PSYCHOLOGY/SOCIOLOGY
Contact Person: Mrs. Linda Singleton
Supervisor: Dr. C. Huffman
Phone: 229-931-2311
Email: linda.singleton@gsu.edu

This facility has 5 classrooms. Classroom 245 holds 45, Classroom 236 holds 45, classroom 240 holds 43, Classroom 244 holds 43, and Classroom 242 holds 30.

HEALTH AND HUMAN SCIENCES BUILDING 1 (HHSI1) NURSING
The School of Nursing includes facilities of the Health and Human Science Nursing Division Facilities

Contact Person: Ms. Lynn Bailey
Supervisor: Dr. Sandra Daniel
Phone: 229-931-2275
Email: Lynn.Bailey@gsu.edu

The Lecture Hall (124) Holds 180 seats/tables, the General Classroom (111) holds 50 seats/tables, General Classroom (106) Holds 53 seats/tables, Lab Classroom (107) holds 40 seats w/computers, and Collaborative Classroom (105) holds 24 seats/tables

ACADEMIC CENTER FOR EXCELLENCE
Contact Person: Felicia McGee
Supervisor: Mrs. Linda Randall
Phone: 229-931-2724
Email: Felicia.McGee@gsu.edu

1 Conference Room (Room # 123) = 8-10 people
1 Technology w/projector, smart board, computer room (Room # 121) TV/VCR and Overhead (holds approx. 20)
2 classrooms hold approx. 20
BUSINESS DIVISION FACILITIES
Contact Person: Mrs. Janie Mooney
Supervisor: Dr. Liz Wilson
Phone: 229-931-2090
Email: janie.mooney@gsw.edu

The Business Division Facilities include seven classrooms (Rooms #101, #201, #203, #205, #206 #307, and #310) appropriate for classes and club meetings of an academic nature. These facilities accommodate 56, 28, 28, 40, 40, 44, and 32 people, respectively. All rooms should be used by on-campus groups only. Set-up in these facilities is fixed and should not be changed or re-arranged. No materials should be taped on walls or doors. No food, drinks, or smoking is allowed in these facilities.

HISTORY/POLITICAL SCIENCE DEPARTMENT FACILITIES
Contact Person: Mrs. Pauline Gillis
Supervisor: Dr. Gary Kline
Phone: 229-931-2079
Email: pauline.gillis@gsw.edu

The History/Political Science Department Facilities include five classrooms and one conference room. Classrooms #301, #302, #305, #306 accommodate approximately 45 people each, and Room #303 is set-up with tables and accommodates approximately 30 people. The conference room (#318) will accommodate 14 people. These facilities are appropriate for classes and meetings and are available to on-campus and off-campus groups.

SCIENCE BUILDING FACILITIES
Contact Person: Ms. Debbie Standridge
Supervisor: Dr. Sam Peavy
Phone: 229-931-2353
Email: deborah.standridge@gsw.edu

Science Building Facilities include two classrooms (Rooms #123 and #124) that will accommodate approximately 20 people each. These facilities have a permanent set-up and should not be changed or re-arranged. These facilities are appropriate for classes and meetings by on-campus groups only.

ENGLISH BUILDING FACILITIES
The English Building houses the English and Foreign Languages Department and the Developmental Studies Department.

English/Modern Languages Department Facilities
Contact Person: Ms. Sherreyal Safo
Supervisor: Dr. Eugenia Bryans
Phone: 229-931-2183
Email: sherreyal.safo@gsw.edu

The English/Modern Languages Department Facilities include five classrooms (Rooms #201, #202, #203, #210, #211) and one conference room (Room #206). These facilities are appropriate for classes and meetings and will accommodate approximately 30 people each, except the conference room which will accommodate 15. Set-up should be returned to original position. The facilities are available to on-campus and off-campus groups.
DEVELOPMENTAL STUDIES DEPARTMENT FACILITIES
Contact Person: Sherreyal McCoy
Supervisor: Dr. Eugenia Bryan
Phone: 229-931-2183
Email: sherreyal.safo@gsu.edu

The Developmental Studies Department Facilities includes four classrooms (Rooms #201, #202, #203, and #211) which accommodate approximately 30 people each. These are also classrooms available downstairs that hold 22 people in classrooms 106, 102. These facilities are appropriate for classes and meetings. Set-up consists of tables and chairs and should be returned to original format after use. On-campus groups may use these facilities. Off-campus groups may use this facility for literary meets.

SCHOOL EDUCATION BUILDING FACILITIES
The Education Building houses the School of Education

School of Education Facilities
Contact Person: Ms. Yolanda West
Supervisor: Dr. Rachel Abbott
Phone: 229-931-2146
Email: yolanda.west@gsu.edu

The School of Education Facilities includes 5 classrooms which are appropriate for academic related meetings and classes. Rooms #242, #243, #244 will accommodate 30 people each. Room #205, which is a tiered classroom, will accommodate 70 people. Room #100, a meeting room with tables and chairs, will accommodate up to 150 people. No food or drink is allowed and set-up should not be altered in any way. On-campus and off-campus groups may use these facilities with approval from supervisor.

ROSALYNN CARTER INSTITUTE FOR CAREGIVING BUILDING AND FACILITIES
The Roslaynn Carter Complex II houses the Roslaynn Carter Institute for Caregiving

Rosalynn Carter Institute for Caregiving
Contact Person: Ms. Angela Foster
Supervisor: Dr. Leisa Easom
Phone: 229-928-1234
Email: Angela. Foster@gsu.edu

The Rosalynn Carter Institute for Caregiving Facilities includes one classroom appropriate for academic related meetings and classes. Pope Learning Center Room #150 will accommodate 29 people. Room #148, a meeting room with tables and chairs, will accommodate 12 people. No food or drink is allowed and setup should not be altered in any way. On-campus groups may use these facilities with the approval from the supervisor.

OTHER ACADEMIC CLASSROOM SPACE
Other academic classroom space may be available depending upon demand for academic activities. For quarterly classroom schedules, contact Academic Affairs and the respective departments. These rooms must be reserved through the respective academic departments.