

DSC-Affiliated Event Policies and Procedures.

A reservation request must be made through the School Dude online service if the Event/meeting requires a facility reservation and/or services from any part of Plant Operations, use of technical or AV equipment or technical assistance, services from Public Safety, is before or after regular business hours, and/or involves the serving of food and/or drink. To schedule an event at Dalton State College please go to:

http://www.myschoolbuilding.com/myschoolbuilding/myschedulenew_wiz1.asp?acctnum=517595529

(There is an underscore in the space after "new" in the email address)

To log in, use your DSC email address and personal password. When asked to enter a group password, use "yellowdog" each time a request is made. If the room desired is not already in the system, please contact Phyllis Jordan at 4493 or pjordan@daltonstate.edu.

It is recommended that Requests for Facility Usage by a DSC-Affiliated groups be entered into School Dude no later than **ten business days** prior to the event date, but will not be accepted if entered less than **six business days** prior to the event date. Fill out the Event Requirements section with event service needs, including room setup and event technical assistance requirements, at the time of initial submission of the event request by referring to the Event-Related Services document (see paragraph below). Any changes or updates to required event services are to be received no less than **four business days** prior to the event. If no setup preference is indicated for events in Brown 105 or Eddie Miller by **four business days** prior to the event, a setup will be selected for you. Incomplete School Dude requests will be **declined** if all event service information and approvals are not complete by **four business days** prior to the event.

Event documents available: Event-Related Services, Room Set-up Drawings, and Food Safety Forms. These documents and others may be obtained by contacting Phyllis Jordan or in Roadrunner Portal, Fiscal Affairs, event coordination or at <http://dscweb.daltonstate.edu/campus-events/index.html>

Only Brown 105 and Eddie Miller Room allow for multiple set-up options. These are multi-purpose rooms. Please refer to the event documents emailed to you or available online for the set-up options available.

Every effort is made, if possible, to accommodate last minute or short notice requests for Events. There are, however, limits in staffing, equipment availability due to other events, and requirements for handling of equipment that may limit last-minute response. Please submit complete information in the Setup Requirements section of the facility request online form when making a reservation, as soon as the information is available, or no later than by four business days prior to the event to insure accommodation of event requirements. Additions or changes to event services may be made by contacting Phyllis Jordan. An event is not fully approved, and therefore should not be publicized, until the requesting party has received an automated School Dude message stating that the event is “activated.”

All DSC event-related services from any department of Plant Operations, including custodial staff, food safety, and Public Safety will be arranged by the Event Management Coordinator. The Event Management Coordinator arranges for event technical or AV equipment services. The Coordinator works with Metz Culinary to supply tables required for Food Service.

Aladdin is the required caterer for campus Events for which a caterer is needed to provide food and/or drinks. Metz has the first right of refusal for all campus events. Menu information is available at www.daltonstatemetz.com. Catering reservations are made by Faculty or Staff by contacting Metz directly at 706-272-4441 or at catering@daltonstate.edu at least two weeks prior to the event. Student groups requiring catering, must contact Student Life to make catering reservations for them. Only on the occasion that Metz cannot accept an event-related assignment, can arrangements be made with other caterers.

If food and/or drinks will be served at your event, complete a Food Safety Form under the link: <http://www.daltonstate.edu/environmental-occupational-risk> or the Fiscal Affairs departmental website under event coordination. Return completed forms to Paul Tate, prtate@daltonstate.edu and Phyllis Jordan at pjordan@daltonstate.edu.

DSC-sponsored events with programs and activities for minors (individuals under the age of 18) with the intention that minors will be in attendance or participants, requires that DSC faculty and staff members or volunteers working at the event must comply with the Minors on Campus Policy available on the Campus Event Coordination website under Fiscal Affairs, event management, or at <http://dscweb.daltonstate.edu/environmental-occupational-risk/index.html>

For large or small events with complicated setup and event service requirements, a meeting with the Event Management Coordinator is recommended. Other support staff may be included in the meeting as needed. Contact Phyllis Jordan when the reservation request is made or more three weeks before the event to schedule a meeting.

The most often requested Dalton State College rooms at Dalton State may be requested through School Dude's my school building with the exception of Departmental Conference Rooms. See below contacts for Conference Room reservations. The use of a conference room by Student Groups requires the presence and supervision of a faculty or staff member at the event. After reserving a Conference Room, request event-related services for the event by contacting Phyllis Jordan at 706-272-4493 or pjordan@daltonstate.edu.

All initial requests for facility usage for Conference Rooms should be addressed to the following:

- For Humanities Conference Room 206, contact Lori Rich at extension 4403 or lrnich@daltonstate.edu or for Social Sciences Conference Room 236, contact Kathy Payne at extension 2672 or kjpayne@daltonstate.edu.
- For Westcott Conference Room 170 or 115 (the Fishbowl), contact Janet Hayes at extension 4566 or jghayes@daltonstate.edu.
- For the Student Center Upper Level Conference Room, contact Alma Hurtado or Megan Callahan at 4428 or ahurtado@daltonstate.edu or mbramblett@daltonstate.edu.
- For Education Conference Room Brown 211, contact Raphael Mendiola at extension 2362 or rmendi01@daltonstate.edu.
- For Peeples Hall Conference Room 202, contact Rosalva Moso at extension 4440 or rmadrig1@daltonstate.edu.

Rules for Usage of Facilities for Events:

- The facility must be left by the group using the facility and any outside service provider, in good condition with the area picked up, cleared of personal belongings and all equipment, and the trash in provided trash bags or receptacles. An extraordinary cleanup fee of \$25 for student groups and a fee of \$125 for other DSC groups/departments may be assessed for not adhering to the Event cleanup policy depending on the severity of the situation left in the room.
- Dalton State is a non-smoking, tobacco-free campus adhering to the Board of Regents Policy concerning tobacco use. Smoking and/or use of tobacco products are not permitted anywhere on the premises.
- No alcoholic beverages are to be served on the DSC campus facilities, indoors or outdoors, unless approved by the President via the Alcohol Use Policy.
- Classrooms and auditoriums are to be used as is. If additional tables, chairs or other equipment are required for an Event, a request must be included in the initial request or by contacting Event Coordinator Phyllis Jordan.
- No furniture or supplies can be borrowed from adjoining areas of the Facility without prior approval. Please do not rearrange or disassemble any furniture
- Groups causing facility damages will reimburse Dalton State for the cost of repairs.
- For safety reasons, no one may place equipment that requires the penetration of the ground (such as tent stakes or signage) in any outdoor areas without prior arrangements through the Event Coordinator. Additionally, no equipment (i.e. tables or chairs) may be placed on the grass areas of the Quad or Athletic Field without prior approval.
- Facility Usage requested by DSC faculty and staff for non-DSC affiliated-groups or for a personal event will be charged a small rental fee, the amount of which depends on the event, room requested, amount of time required, and type of group attending. The group will be required to complete a License Agreement and supply a Certificate of Liability Insurance.