The Administration Building
Special Event/Meeting Policy

Definitions: A **meeting** is a gathering of individuals for the purpose of discussion that does not involve catering, decorations or reconfiguration of the Peabody Board Room table. All other gatherings will be considered **special events** and will require the endorsement of a senior administrator (president, vice president, dean, or associate provost) and completion of the Administration Building Reservation Request form.

1. All requests for meetings and special events in the Peabody Board Room or the public spaces of the Administration Building (the Garden Plaza, the Gordon Jones Gallery, or the lower lobby) must be coordinated through the President’s Office by calling 706-542-1214.

2. Reservations for meetings and special events are not transferable to another department.

3. Requests will be taken on a first-come, first-served basis; however, the President’s Office reserves the right to cancel the reservation in the case of an unforeseen conflict. You will be notified in advance if a cancellation is necessary.

4. The senior administration reserves the right to refuse requests for special events deemed inappropriate for the Administration Building.

5. The requesting senior administrator or his/her designee must be present at the special event and will ensure that all policies are followed until the event is concluded.

6. No security is provided by the offices in the Administration Building. A UGA police officer must be present during all functions after 5:00 PM Monday-Friday (including the clean-up time after the event has ended), on weekends, and at any time when alcoholic beverages are served. Please contact the UGA Police Department to coordinate police services. The requesting department will be responsible for providing an account number for billing charges.

7. The Administration Building offices do not guarantee the availability of parking. Meeting and special event participants should be directed to use the North Campus Parking Deck. Please be advised that there is a fee for those without a North Campus Parking Deck permit. Parking will not be validated by any of the offices in the Administration Building. Parking adjacent to the building is strictly prohibited. Caterers may use the side lot for drop off and pick up only.

8. No smoking, incense, or animals, with the exception of service animals, are allowed inside any portion of the Administration Building.

9. No items may be attached to the floor, curtains, walls, or ceilings in any area of the Administration Building without written approval.

10. It will be the responsibility of the requestor to plan and implement the meeting or special event in accordance with these guidelines. It is also the responsibility of that office to contact the Office of Special Events to inquire about the availability and cost of assistance for special events, if needed.

11. Decorative items that may require special cleanup, such as confetti or glitter, should be included in the “special requirements” section of the request form and are subject to approval.

12. The on-site glassware, china, and silverware are for the exclusive use of the Administration Building offices. The Administration Building offices are not responsible for providing catering or office supplies, or linens.
13. If a dismantling or reconfiguration of the Peabody Board Room conference table is required, a fee will be charged. All requests must be coordinated with the Office of the President; please call 542-1214 for fee information. The Peabody Board Room conference table provides seating for 25 attendees around the table. There is seating for 48 attendees when the table is dismantled.

14. For all A/V needs, you must contact Administration IT (Wayne Peacock or Charles Nicolosi) at 542-1785 or AdminIT@uga.edu. A member of your staff will need to meet with him before your scheduled meeting so that he may demonstrate the equipment in the Peabody Board Room. **The Administration Building offices cannot provide a facilitator to run the AV equipment during your meeting.** Please contact Mr. Peacock no later than four days prior to the meeting.

15. The Administration Building offices are not responsible for any food, flowers, beverages, equipment, or other belongings left on the premises of the building. **ALL ITEMS ARE TO BE REMOVED WHEN THE FUNCTION IS OVER.** Trash must be removed from the premises. A cleaning fee of $14.00 per hour, per custodian will be charged by the Physical Plant if the building is not left as found.

16. The department/organization using the building is responsible for damage to furnishings and equipment that is incurred during its use. Report any damage immediately to the Office of the President at 706-542-1214.

Revised 1/25/2018
Guidelines to be Followed by University Units
Sponsoring Events Where Alcoholic Beverages are Served or Provided

1. **Check Identification.** Alcoholic beverages must not be provided or served to persons below the legal drinking age. Therefore, the sponsoring University unit or University official, agent, or employee must check for proper identification before serving any alcoholic beverage and must reject any questionable forms of identification.

2. **Refuse to Serve Intoxicated Guests.** If a participant or guest appears to have exceeded his or her limit, the sponsoring University unit or University official, agent, or employee must not serve any additional alcohol to that person. Furthermore, a reasonable effort should be made to arrange a safe trip home.

3. **Provide a Designated Driver or Shuttle Service.** The sponsoring University unit or University official, agent, or employee should establish procedures to provide impaired guests or participants a ride home. Such procedures can include assigning one or more members of each group of guests or participants the responsibility of being a designated driver who will refrain from drinking. Individuals who serve as designated drivers need to be sure that their personal vehicular liability insurance covers this situation. Another alternative is to provide shuttle service.

4. **Provide Non-Alcoholic Beverages.** The sponsoring University unit or University official, agents, or employee should provide plenty of non-alcoholic beverages so as to avoid the problem of “forcing” guests to drink alcoholic beverages because there is nothing else to drink. There needs to be parity between the quantity and variety of non-alcoholic beverages.

5. **Serve Food.** Another pitfall that should be avoided is serving guests a “liquid” lunch or dinner. When alcohol is served or provided at a lunch, dinner, or reception, there needs to be plenty of food available.

6. **Do Not Permit Self-Service of Alcoholic Beverages.** The sponsoring University unit or University official, agent, or employee should use staff members or hired bartenders to serve alcoholic beverages in order to limit the size and number of drinks being served and to spot those who are drinking too much. Where the function involves a sit-down meal at which alcohol is served, waiters and waitresses should be instructed to ask before automatically refilling wine or liquor glasses to avoid a situation where a guest continues drinking simply because the waiter continues to pour.

7. **Post Drinking Restrictions in Prominent Places.** Notices informing guests as to the legal drinking age should be conspicuously posted at University events where alcohol is served. This requirement is particularly important for those events where the guests or participants may include students or members of the general public who are younger than the legal drinking age.

8. **Restrict Alcoholic Beverages to a Controlled Area.** The sponsored University unit or University official, agent, or employee must take adequate steps to insure that alcoholic beverages are not allowed outside the predetermined boundaries for the event. All alcoholic beverages should be consumed or disposed of by all guests or participants before they leave the premises.

9. **Limit or Eliminate References to Alcoholic Beverages in Advertisements.** Advertisements or invitations to University events where alcoholic beverages are being served should emphasize the nature of the event, and not the alcoholic beverages. Keep references to the type and quantity of alcoholic beverages to be served out of promotional materials.
10. **Limit Hours of Service of Alcoholic Beverages.** Service of alcoholic beverages must be discontinued at a reasonable time, at least an hour, before an event is scheduled to end. The closing time should be posted near the bar to avoid misunderstandings at the end of an event.

   Implementation of these guidelines may require sponsors of University events where alcoholic beverages are served or provided to modify their current practices, to hire additional staff, or to retrain existing staff. The costs involved in implementing these guidelines, however, are minimal when compared to the potential liability facing the University and its officials if adequate safeguards are not taken.

   This matter requires your prompt attention. Questions concerning these guidelines should be addressed to the Office of Legal Affairs.
Guidelines for Use of the Peabody Board Room

The Peabody Board Room may be reserved for events or meetings.

Events include any gathering that requires the table to be disassembled, involves use of the courtyard, involves catering, or continues past 5PM. If you are holding an event, you must complete the Administration Building Reservation Form, which can be found under Administrative Forms at the following: http://fanda.uga.edu/facstaff/forms. Choose “Office of the President” from the pull-down menu and choose the Administration Building Special Event Meeting Policy. Read the attached policies and fax the completed form to 706-542-0995.

Any other gathering between 8AM-5PM is considered a meeting, and does not require the Administration Building Reservation Form. Meetings may include simple refreshments (cookies, etc.).

Entering and Leaving the Building

Please direct all attendees to use the front entrance if your event or meeting begins before 5PM. If your event or meeting begins after 5PM, you must use the north (employee) entrance. Caterers or those who need handicapped access may use the north entrance at any time.

If your event is scheduled to continue after 5PM, it is required that your department hire additional security, since you will be responsible for the building after office hours. We suggest that you station someone at the north (employee) entrance to activate the automatic locks and direct your guests.

AV Capabilities

The Peabody Board Room contains an AV setup similar to most classrooms. This includes: an LCD projector, screen, stereo receiver, CD player, DVD player, VCR, University Cablevision, a PC/Macintosh (with wired internet connection), and two HDMI and VGA connections for laptop, iPad, or tablet. Video adapters are not provided. The room is part of the PAWS Secure wireless network http://eits.uga.edu/network_and_phones/wireless. Please note that the room does not have video conferencing equipment.

IT Support

NOTE: The President’s Office does not provide IT support during meetings or presentations. If you need IT support, you must bring your own IT professional. If you or your IT staff wishes to be trained on the use of the equipment, you need to contact Wayne Peacock and Charles Nicolosi (706-542-1785 or AdminIT@uga.edu) at least four business days prior to your meeting to schedule a training session.

Teleconference Equipment

An analog Polycom teleconference speaker phone is available by request. You must submit an AT&T conference line order to UGA Telephone Services prior to your meeting if your conference call has more than one attendee. This form is not processed by the President’s Office, so please allow several days for UGA Telephone Services to process this request.

The form can be found here: http://eits.uga.edu/network_and_phones/telephone_services/conference_calling
Room Condition

You are responsible for leaving the Peabody Board Room in the condition you found it. All AV equipment must be shut down correctly and returned to the cabinets. Please utilize the following checklist to ensure that the room is left in proper order.

- Projector is turned off
- Screen and powered off projector are lowered into their cabinets
- Wireless presenter, power strips and remotes are returned to the cabinet
- Lighting and AV control panel is re-docked in its charging station
- Computer is shut down
- Lights are turned off
- For events or meetings that include food and beverages, the trash needs to be removed from the building. (The closest dumpster is behind the Human Resources building.)

The reserving unit will be contacted if the above guidelines are not followed. If you have any questions concerning these guidelines, please contact the President's Office (706)542-1214.
Administration Building Reservation Request

OFFICE OF THE PRESIDENT
The Administration Building
The University of Georgia
Athens, GA. 30602-0612
(706) 542-1214 (M-F 8am-5pm)

Department / Organization: __________________________________________________
Business Address: ___________________________________________________________
Contact Person: ______________________ Email Address: ________________________
Telephone: _____________________ (Day) ______________   (Night) ______________

Event Information
Day and Date of Use: __________________________________
Area of Use: ____Main Lobby ____Garden Plaza ____ Peabody Room ____Lower Lobby
Teleconference Phone:  Yes / No (*May require UGA Telephone Services order form)
Purpose: ____________________________________________
Estimated Attendance: _________________________________

Caterer Access Time (Pre-Event): ________
Time Event Starts: ________ Time Event Ends: _________
Clean-Up Time (Post-Event): ____________
*Total Number of Hours: _______________

Caterer Information (Please provide caterer with catering rules attached):
Company Name: _____________________________________________________________
Contact Person: ______________________________
Telephone Number: __________________________
Business Address: __________________________________________________________
Special Requirements: _________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________
THE RESPONSIBLE PARTIES SIGNING THIS AGREEMENT ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

A. Have read the Reservation Request Form and Administration Building guidelines and agree to abide by the states terms, rules, and regulations.
B. Have read the “UGA Guidelines Regarding the Service/Provision of Alcohol at Events”
C. Have provided caterer with the catering, administrative, and alcohol guidelines.

*Signature of Contact Person: _____________________________________________

*Signature of Senior Administrator: ________________________________

(*The requesting Senior Administrator for the group or his/her designee must be present at all times.)

The President’s Office is not responsible for equipment or personal effects left in the Peabody Board Room or building.

UGA Facilities Management will assess fees for disassembling and reassembling the Peabody Board Room table and removal of any remaining trash.

Provide UGA payment information for these charges:

UGA account name: _______________________
Account number:  _______________________

The Administration Building
President’s Office Use Only

_______________ Date reservation form received
_______________ Date reservation confirmed

Name of President’s Office staff member completing above: ___________________________