

**Darton College**

**Physical Education  
Complex**

**Operations Manual**

**Darton College**  
**Department of Physical Education and**  
**Athletics**

**Physical Education Complex**

**Table of Contents**

**OPERATIONS MANUAL**

**I. PHILOSOPHY STATEMENT..... 4**

**II. ACCESS GUIDELINES..... 4**

**III. ATHLETIC FACILITY HOURS..... 7**

**IV. PHYSICAL EDUCATION COMPLEX USE GUIDELINES..... 9**

**V. PHYSICAL EDUCATION COMPLEX RESERVATIONS..... 10**

**VI. PHYSICAL EDUCATION COMPLEX INFORMATION..... 11**

**RESERVATION MATERIAL PACKAGE**

**Athletic Facilities Rental Letter..... 13**

**P-32A Reservation Form..... 14**

**Worksheet for Invoicing Non-Profit Entities..... 17**

**Worksheet for Invoicing For-Profit Entities..... 19**

**Policies and Procedures for Facilities Rental..... 21**

**Auxiliary Services Catering Information..... 24**

Calculation of Rental Charges ..... 26

**APPENDIX**

**ROOM NUMBER LIST..... I**  
**MAP OF PHYSICAL EDUCATION FACILITIES..... II**  
**MAP OF DARTON COLLEGE..... III**

# **Darton College**

## **Physical Education/Intercollegiate Athletic/Recreation Complex Use Policies**

### **I. PHILOSOPHY STATEMENT**

The facilities of the Darton College Physical Education Complex are intended to be utilized in as effective and widespread manner as possible consistent with institutional mission and sound supervisory practice.

The Physical Education Complex will be monitored by the Athletic Director and the Chair of the Physical Education Department with the following priorities established for facility usage:

- 1) Academic classes
- 2) Athletic practices and competition
- 3) Continuing education classes
- 4) Intramural activities
- 5) Recreational use
- 6) Other

Coordination of these activities will occur under the oversight of the Athletic Director in consultation with the Chair of the Division of Physical Education. The Office of Student Activities will be responsible for the supervision of intramural activities while the Assistant Facility Manager will monitor and schedule supervision in the recreation gymnasium during regularly scheduled hours.

Other uses including special events, summer camps, clinics, and rental by outside groups will be arranged through the Physical Education/Athletic Department Administrative Assistant in consultation with the Athletic Director and the Chair of the Division of Physical Education.

All activities will be posted on the Athletic Department and Physical Education Division calendars. Procedures covering access to the facility are detailed under User Guidelines.

### **II. ACCESS GUIDELINES**

#### **College Community Access**

Access to the Complex is in accordance with the following general policy governing College facilities: The facilities of the Darton College campus are primarily for the use of those students in attendance at the College. Use of the Physical Education Division/ Athletic facilities by groups outside the College must be coordinated through the Physical Education Division/Athletic Department and not affect scheduled educational, athletic or intramural activities.

Access to the Complex is available to Darton College enrolled students, faculty, staff and administration during regularly scheduled hours, with appropriate identification and in accordance with the following policies:

1. Darton College Employees', spouses, and children 17 and older may utilize all areas in the Complex. A valid identification card must be presented upon entrance. Darton College Employee family members under 17 years of age are not permitted in the fitness center.
2. Students currently enrolled at Darton College may utilize all areas in the Complex. A valid Darton College student identification card must be presented upon entrance. Children 16 and under are NOT permitted in the fitness center, aquatics center or walking track area even when accompanied by a parent without permission by the Assistant Facilities Manager, Athletic Director or Division of Physical Education.
3. After providing proper identification, a Fitnessstrac Information form, a Release Waiver of Liability form, and the Assumption of Risk Certification must be completed. Once the forms are properly filled out and they are signed by a fitness center monitor, the forms will be given to the Assistant Facilities Director for entry in the computer. The forms will remain on file in the Fitness Center for one year and then must be renewed every fall semester.
4. Eligible Georgia residents 62 years of age or older may enroll for resident academic credit on a "space available" basis without payment of matriculation fees. Supply fees, laboratory fees, or activity and athletic fees are the responsibility of the student.
5. An Athletic Be-A-Fit Booster membership is required for access to the Complex for all other individuals who do not meet the qualifications of a Darton College student, faculty/staff or senior adult student. A membership of \$230.00 allows access to the Fitness Center, Aquatics Center, and the indoor walking track for one adult. A membership of \$370 allows access to all three, for one adult plus one additional family member 17 years or older. More information on the Athletic Be-A-Fit Booster membership may be obtained from the Athletic Department at (229) 317-6558.
6. Darton College Alumni qualify for a discounted rate and other benefits through the Alumni Association. In addition to access to the Fitness Center, Aquatic Center, and the indoor walking track, the Alumni Be-A-Fit Booster also receives membership in the Darton College Alumni Association. Alumni Association members receive tickets and/or discounts to college events, bookstore discounts, priority seating at special events, and a car window decal. This package is offered to alumni of Darton College for \$200.00 per year. A

secondary family membership may be purchased for \$325.00. More information on the Alumni Be-A-Fit Booster membership may be obtained from the Alumni/Foundation Office at (229) 317-6788.

7. Full- time Darton College employees may reserve/rent, for their personal use and on a space available basis, athletic facilities located on the Darton Campus. Procedures for reserving such facility shall be the same as outlined in the Darton College Physical Education Complex Operations Manual. No rental fee will be assessed for the facility usage. Charges incurred will be those equal to actual costs related to conducting the event, i.e. custodial services, lifeguards, security, etc.

### **Family Recreation Access**

The staff of the Complex is committed to providing recreation for the entire Darton College community and their immediate families. We also realize the need to reserve various times and activities for Darton College students, faculty, and staff. To serve the needs of the family more effectively, the following policies will apply:

1. Children 16 and under will be admitted to the facility during regularly scheduled hours **when** accompanied and supervised by their parents. Parents bear total responsibility for supervision of their children at all times and access will be revoked in cases where supervision is not provided.
2. Children 16 and under are **NOT** permitted in the fitness center, aquatics center or walking track area even when accompanied by a parent without permission by the Assistant Facilities Manager, Athletic Director or Division Chair of Physical Education.
3. All extended family members and adult children (17 and above) of Darton College students, faculty, staff and administration will be considered as general public and their access to the facility will be governed by the guidelines that follow.

### **General Public Access**

Requests to use the Complex by outside groups should be submitted in writing to the Assistant Facilities Manager, preferably 30 days in advance of the date when these facilities are needed. The request should include the name of one person responsible for resolving any problems of theft or damage to equipment and/or facilities. Charges for the use of the Complex will be made according to the prevailing schedule available from the Assistant Facilities Manager.

On occasion, outside organizations will provide potential benefits to the College in terms of marketing, recruitment opportunities, partnerships, corporate donations, etc. In these limited situations, the department involved with the organization shall submit a written request to the College President or designee requesting a reduction/waiver of the approved fee schedule.

Athletic facility access for the general public will be permitted under one of the following conditions:

**1. Special Events**

Special events will include a variety of activities including athletic events, conferences, workshops, seminars and group rentals. Each special event will have admissions criteria that will accompany the event. A limited time access will be granted to special event participants, which may be in the form of an admission ticket purchase or temporary pass.

**2. Student Access**

Students in classes scheduled in the Complex after 5 p.m. will be admitted under guidelines of the individual program.

**3. Guest Access**

A one day guest pass may be issued at the discretion of the Facility Manager. Guests must complete a waiver prior to use of the facility. Guests who have not completed the appropriate paperwork and orientation will not be allowed use of the Physical Education Complex. Information on being an Athletic Be-A-Fit Booster may be found under the Access Guidelines of this policy. Additional information also may be obtained by contacting the Athletic Department at (229) 317-6558.

**III. ATHLETIC FACILITY HOURS**

The anticipated hours of general operation of the Physical Education Complex are listed below. Hours are subject to change depending on use patterns and upon special notice. Some facility components may not be available during a portion of the general hours because of staffing considerations or efficiency of operation.

**FALL and SPRING SEMESTERS**

**Fitness Center Hours** – (With Supervision Only)

Monday - Friday	Noon – 9 p.m.
Saturday	9 a.m. - Noon
Sunday	CLOSED

**Indoor Walking Track - Hours**

Monday – Friday	7 a.m. – 9 p.m.
Saturday	9 a.m. – Noon
Sunday	CLOSED

**Aquatics Center - Hours**

Monday – Friday	8 a.m. – 8 p.m.
Saturday & Sunday	CLOSED

## **SUMMER SEMESTER**

### **Fitness Center Hours** (With Supervision Only)

Monday - Thursday	Noon – 8 p.m.
Friday	8 a.m. – 2 p.m.
Saturday & Sunday	CLOSED

### **Indoor Walking Track**

Monday – Thursday	9 a.m. – 8 p.m.
Friday	8 a.m. – 2 p.m.
Saturday, Sunday	CLOSED

### **Aquatics Center**

Monday – Thursday	9 a.m. – 8 p.m.
Friday	8 a.m. – 2 p.m.
Saturday, Sunday	CLOSED

*\*NOTE: Hours are subject to change based on academic calendar and college holidays. Refer to college catalog for specific dates. Revised hours of operation are subject to change without notice and will be posted.*

Certain areas within the Physical Education/Athletics Complex may not be available to the general public during regular scheduled operating hours due to a varsity sport practice, an athletic contest, an intramural activity, or a programmed student activity. The Physical Education Complex facility schedule is subject to change. Schedule changes will be posted on the Darton College Athletic Department Web-Site to update participants.

The Physical Education Complex will operate under access restrictions during special events. Any such restrictions will be announced in advance. They may include the use of alternate dressing facilities and limitations on hours. Care will be taken to minimize restrictions and to allow maximum access possible under the conditions associated with the event.

### **Open Recreation Gymnasium - Open Hours**

Monday - Friday	2 p.m. – 5 p.m.
-----------------	-----------------

The recreation gymnasium is available for open recreation or intramural use unless special events or classes are scheduled.

*\*NOTE: Hours are subject to change based on academic calendar and college holidays. Refer to college catalog for specific dates. Revised hours of operation are subject to change without notice and will be posted.*

#### **IV. DARTON COLLEGE PHYSICAL EDUCATION COMPLEX USE GUIDELINES**

1. Each individual entering the Physical Education Building must check in at the appropriate location. Use of free weights, Nautilus equipment, and treadmills would require following proper check in procedures at the Fitness Center before exercise can begin. Individuals wanting to utilize the indoor walking track, swimming pool, or recreation gymnasium must check in at the Information Desk.
2. Entry to and exit from the facility must be through the designated main entrances and exits only.
3. Children 16 and under must be accompanied by an adult to gain admittance to the athletic facilities and must be chaperoned at all times while in the facility. NOTE: Children 16 and under are not permitted in the fitness center, even when accompanied by a parent.
4. Individuals participating in Physical Education classes, the open recreation gymnasium, and intramurals are to be in proper gym clothing. Tee-shirts, shorts, sweatshirts, sweatpants, and warm-up suits are standard. Some classes and activities may require other dress modification specified by the instructor.
5. Shoes are required at all times while in the facility except in the locker rooms and pool area. Only scuff-resistant shoes are allowed in the activity area of the recreation gymnasium. Standard closed toe footwear is required in the weight room; sandals are prohibited in this area. Any types of shoes which mark floor surfaces, turf shoes and cleats are prohibited from being worn in the building.
6. Activities in the Physical Education Complex are limited to those considered traditional sports and consistent with the design/plan of the facility. All other activities must be approved by the Athletic Director in advance.
7. Bicycles, skateboards, roller skates, and in line skates are prohibited in the Physical Education Building. In line skating classes offered through the Department of Physical Education may have access to the recreation gymnasium on days of inclement weather.
8. Animals or pets of any kind are not permitted in the Physical Education Complex. Exceptions will include essential guide dogs for the visually impaired that have authorized access.
9. Injuries are to be reported immediately to on-duty faculty, coaches, and/or staff members.

10. Signs, banners, photographs, etc., are not to be posted or removed unless approved by the Athletic Director or Assistant Facilities Manager in advance.

## **V. DARTON COLLEGE PHYSICAL EDUCATION COMPLEX RESERVATIONS**

Various facilities within the Physical Education Complex may be reserved as long as such reservations do not violate the facility use policy. All lease, rental and security personnel fees must be paid to Darton College three (3) days or more prior to the event date(s), unless otherwise stated in the contract. Liability insurance documents meeting the Darton College Risk Management requirements must be received fourteen (14) days prior to use of the premises. Reservation of an athletic facility is scheduled by the Assistant Facilities Manager and will occur in accordance with the guidelines of this policy. A P-32A Form has to be completed for reservations of the facilities. The Physical Education/Athletic facility rental fee schedule for outside groups is based on a standard per day rate plus additional personnel fees that may apply to the event.

### **Deposits**

A damage deposit may be requested when reservations are made for equipment or facilities. Any group, except registered campus organizations or college affiliated groups, may be charged rent.

### **Food Service/Event Concessions**

Concessions are operated and controlled exclusively by Darton College. All catering requests for food service in the facility will be booked through the Campus Auxiliary Services Director's Office at (229) 317-6755. See page 25 -- Auxiliary Services Catering Information .

### **General Reservation Information**

1. The Physical Education/Athletic facility is available for reservation. Darton College classes, athletic events, campus recreation, and scheduled community outreach programs take priority over a reservation request.
2. Reservation forms must be received by the Assistant Facilities Director **a minimum of two weeks** before the requested date.
3. Use of facilities by outside groups will occur in accordance with Conditions of Use of the Physical Education Complex. All rules and regulations of the Physical Education Complex Center must be followed.
4. An activity sponsor must be identified with each reservation and must be present during the reserved activity.

5. The rental group sponsor will be accountable for any damage, and for all custodial clean-up exceeding that resulting from "normal" use before leaving the reserved areas. If a reserved activity fails to clean up or does not leave the Physical Education Complex at the reserved time limitation, future use will be denied.
6. The On-Site Personnel/Campus Security will be responsible for unlocking the doors as scheduled and for enforcing admissions policy.
7. Any audio-visual equipment beyond what is normally available within a designated space must be requested on the Facility Reservation Request Form (P-32A) and be available from Darton College's ITDL Department.

## **VI. PHYSICAL EDUCATION COMPLEX INFORMATION**

Confirmation on the approved rental and use of the Physical Education/Athletic facility will be sent in writing by the Assistant Facilities Manager. Rental rate agreement and standard expectation of facility users will be included in this information.

The Activity Sponsor is responsible for knowing the emergency and safety procedures for the Complex.

### **Locker and Towel Service**

No locker or towel service is provided

### **Equipment Issue**

No equipment is provided

### **Information**

Call the Assistant Facilities Manager at (229) 317-6833.

***RESERVATION***

***MATERIAL***

***PACKAGE***

To:

From: Lesley Smith  
Assistant Facilities Manager

Date:

Subject: Athletic Facilities Rental

Attached please find the **P-32A form** for your upcoming event to be held at Darton College. Please review carefully to ensure that all is correct and in accordance with your requirements. If all is in order, please initial where noted and return a copy to me at the address listed above, or fax to me at (229) 317-6641. **PLEASE RETURN TO ME WITHIN FIVE DAYS.**

A DEPOSIT OF: \$\_\_\_\_\_ WILL BE DUE UPON SIGNING /RETURN OF FORM  
(if applicable)

Please return a copy of the Reservations Request along with your payment to:

Darton College  
Attn: Business Office  
2400 Gillionville Road  
Albany, GA 31707

If you have any questions, please call me at (229) 317- 6833 or e-mail to [lesley.smith@darton.edu](mailto:lesley.smith@darton.edu).

# DARTON COLLEGE P32-A FORM

## Reservation Instructions

1. Print and complete the Facility Reservation Request Form below.
2. Fax or mail the completed Facility Reservation Request Form to the Darton College Physical Education Complex Facilities and Fields Manager.

*Physical Education/Athletic/Wellness Facilities and Fields*  
 2400 Gillionville Road Albany, Georgia 31707  
 Phone (229) 317-6558 / Fax (229) 317-6641 / e-mail [jane.kelly@darton.edu](mailto:jane.kelly@darton.edu)

### FACILITY RESERVATION REQUEST FORM

Requested Date(s): SU M T W R F SA  
 \_\_\_\_\_ 200\_\_\_\_

(Circle Day)

Name / Group:		Today's Date:	
Type of Group: <input type="checkbox"/> Education <input type="checkbox"/> Non-Profit <input type="checkbox"/> Profit			
Contact Person:		Billing Address:	
City:		State:	Zip Code:
Phone:	Fax:	E-mail:	
<b>(Circle One)</b> <b><u>Darton College Affiliation:</u></b> None / Off Campus Group / Faculty / Staff / Administration / Student			

Facility(ies) Requested: <input type="checkbox"/> Recreation Gym <input type="checkbox"/> Locker Rooms <input type="checkbox"/> Aquatics Center <input type="checkbox"/> Cavalier Arena <input type="checkbox"/> Soccer Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Baseball Field <input type="checkbox"/> Aerobics/Dance Studio <input type="checkbox"/> Tennis Center <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Pavilion Only <input type="checkbox"/> Classroom <input type="checkbox"/> Activity Field			Expected Attendance: _____ Admission Charge: <input type="checkbox"/> Yes <input type="checkbox"/> No Participation Fee: <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Name:			
Event Start Time:	Event End Time:	Reservation Start Time:	Set Ready By:
<b>(Circle One)</b> <b><u>Event Type:</u></b> Meeting / Game / Tournament / Conference / Banquet / Camp / Meet / Match / Other: _____			
Fee: _____		Deposit Required: _____	

**(Circle All That Apply)**  
**Furniture Set-Up:** Room As Is / Theater Style / Rectangular Tables / Staging  
 Other: \_\_\_\_\_ # Of Tables Needed: \_\_\_\_\_ # Of Chairs Needed: \_\_\_\_\_ Notes: \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Deposit Required:** \_\_\_\_\_

**(Circle All That Apply)**  
**Media:** Lectern & Mic / Desk Stand Mic / Wireless Mic / Floor Stand Mic / Overhead / TV-VCR  
 Slide Projector / Event Video Recorded / Event Audio Recorded / Video Projector  
 Video Conference / Special Requests: \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Deposit Required:** \_\_\_\_\_

**Food Service:**  
 (Contact Auxiliary Services at 229-317-6755)  
**(Circle All That Apply)** Do you require food service? Yes / No Concessions Yes / No Meal Yes / No  
Beverages / Snacks Yes / No Serving Time: \_\_\_\_\_ Special Requests: \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Deposit Required:** \_\_\_\_\_

**(Circle All That Apply)**  
**Field Set-Up:** Field Marked \_\_\_\_\_ Scoreboard \_\_\_\_\_ Lights \_\_\_\_\_ Security \_\_\_\_\_ Other: \_\_\_\_\_  
 Notes: \_\_\_\_\_

**Fee:** \_\_\_\_\_ **Deposit Required:** \_\_\_\_\_

**Event Fee:** \_\_\_\_\_ **Furniture Set-Up Fee:** \_\_\_\_\_ **Media Fee:** \_\_\_\_\_ **Food Service Fee:** \_\_\_\_\_  
**Field Set-Up Fee** \_\_\_\_\_  
**Total Fee:** \_\_\_\_\_ **Date Due:** \_\_\_\_\_ **Total Deposit:** \_\_\_\_\_  
**Date Due:** \_\_\_\_\_  
**Refundable Deposit:** \_\_\_\_\_

## **Reservation Policy Agreement**

All events and room reservations to be conducted on the Darton College Campus require the completion of this **FACILITY RESERVATION REQUEST FORM**. **Completion of this application does not imply approval from Darton College. Each facility request will be evaluated and the status of the request will be made available to the client within one week of the application.** Events requiring support services (media, set-up, floor plans, campus security and food services) must provide a minimum of two weeks advance notice. Reservations not requiring support services must be received forty-eight hours in advance. Facility requests not made in accordance with this policy will be denied approval by the office of Physical Education Complex Facilities and Fields Manager. **AS REQUESTOR, YOU ARE RESPONSIBLE FOR ANY AND ALL FEES AND CHARGES INCURRED BY YOUR EVENT. DARTON COLLEGE FACULTY AND STAFF HOSTING / SPONSORING EVENTS FOR OUTSIDE GROUPS (NON-FACULTY, STAFF OR STUDENTS) ARE SUBJECT TO FACILITY RENTAL AND ASSOCIATED FEES BASED ON THE DARTON COLLEGE FACILITY RENTAL FEE SCHEDULE. ALL STUDENT RESERVATION REQUESTS MUST HAVE A FACULTY OR STAFF SIGNATURE IN THE APPROPRIATE SPACE PROVIDED BELOW. DARTON RESERVES THE RIGHT TO ALL CONCESSIONS.**

**Darton College will evaluate all proposed activities to determine safety and insurance requirements. Safety and insurance requirements for each event will be determined at the discretion of Darton College.**

On occasion, outside organizations will provide potential benefits to the College in terms of marketing, recruitment opportunities, partnerships, corporate donations, etc. In these limited situations, the department involved with the organization shall submit a written request to the College President or designee requesting a reduction/waiver of the approved fee schedule. Such a request must justify the benefit to be derived by the College.

**Requestor's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Faculty/Staff Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Assistant Facilities Manager** \_\_\_\_\_

**Date** \_\_\_\_\_

**Athletic Director or Division Chair of Physical Education** \_\_\_\_\_

**Date** \_\_\_\_\_

**DARTON COLLEGE**  
**Worksheet for Invoicing Charges for Physical Education and Athletics**  
**Non-Profit Entities**

**Client** \_\_\_\_\_ **Date** \_\_\_\_\_

<u>Facilities, Equipment, and Related Services</u>	<u>Calculation of Charges</u>	<u>Amount</u>
<b>Recreation Gym</b>	\$250 /day x ____ days, or *10% of gross ticket sales, whichever is greater	_____ _____ **
<b>Locker Rooms</b>	\$25/day x ____ days Custodial Fees required	_____ _____
<b>Aquatics Center</b> (Trained Lifeguards required)	\$250/ day x ____ days, or *10% of gross ticket sales, whichever is greater	_____ _____ **
<b>Cavalier Arena</b>	\$500 /day x ____ days Additional \$250 for banquet arrangements requiring floor covering, tables, chairs and stage set-up or *10% of gross ticket sales, whichever is greater	_____ _____ _____ **
<b>Soccer Fields</b> (Includes one field set-up)	\$100/ day ____ days \$250/day with lights ____ days	_____ _____
<b>Softball Field</b> (Includes one field set-up)	\$100/ day ____ days \$200/ day with lights ____ days	_____ _____
<b>Baseball Field</b> (Includes one field set-up)	\$100/ day ____ days \$200/ day with lights ____ days	_____ _____
<b>Aerobics/Dance</b>	\$150/ day ____ days	_____

\*After conclusion of the event, an event form (see Appendix IV) must be completed and submitted to the Assistant Facilities Manager/Division Chair of Physical Education to determine the final cost.

**Non-Profit Entities (continued)**

**Client** \_\_\_\_\_ **Date** \_\_\_\_\_

<u><b>Facilities, Equipment, and Related Services</b></u>	<u><b>Calculation of Charges</b></u>	<u><b>Amount</b></u>
<b>Tennis Center( Six Courts and Pavilion )</b>		
<b>Special Provisions may be made for Eight courts</b>		
	\$75/ day x ____ days	_____
	\$125/ day with lights x ____ days	_____
<b>Two Courts</b>	\$50/ day x ____ days	_____
<b>Pavilion Use Only</b>	\$50/ day x ____ days	_____
<b>Classrooms</b>		
E-112 (capacity 25)	\$35/day x ____ days	_____
E-136(capacity 25)	\$35/day x ____ days	_____
<b>Activity Field</b>	\$100/ day x ____ days	_____

**Personnel Fees: The number of personnel to be used at each event will be determined by Darton College.**

**Direct Costs to College: All figures hourly to be billed at two hour minimums.**

Custodial	\$11/ hr x ____ hrs	_____
Grounds	\$11/ hr x ____ hrs	_____
Pool Technician	\$50/ hr x ____ hrs	_____
A/V Technician	\$50/ hr x ____ hrs	_____
Security (in-house)	\$11.25/ hr x ____ hrs	_____
Police/Security	\$18/ hr x ____ hrs	_____
Lifeguards	\$11.25/hr ____ hrs	_____
Facility Supervisor	\$20/hr x ____ hrs	_____
Clean up fee	Based on Event	_____
Other (describe): _____		_____
		_____
		\$ _____

If you have questions concerning the rental of any space not listed, please call the Assistant Facilities Manager's Office at (229) 317- 6833.

\*Non Profit Entities are defined as those organizations that in their daily operations do not make a monetary profit on the goods of services they provide, i.e., state or federal agencies, charitable organizations, school systems, etc. On occasion, outside organizations will provide potential benefits to the College in terms of marketing, recruitment opportunities, partnerships, corporate donations, etc. In these limited situations, the department involved with the organization shall submit a written request to the College President or designee requesting a reduction/waiver of the approved fee schedule. Such a request must justify the benefit to be derived by the College.

## DARTON COLLEGE

### Worksheet for Invoicing Charges for Physical Education and Athletics For –Profit Entities

Verification of Non-Profit Organization may be requested by Darton College

Client \_\_\_\_\_ Date \_\_\_\_\_

<b>Facilities, Equipment, and Related Charges</b>	<b>Calculation of Charges</b>	<b>Amount</b>
<b>Recreation Gym</b>	\$400 /day x _____ days or *10% of gross ticket sales whichever is greater	_____ _____
<b>Locker Rooms</b>	\$50/day x _____ days Custodial Fees required	_____ _____
<b>Aquatics Center</b> (Trained Lifeguards required)	\$500/ day x ____ day or *10% of gross ticket sales, whichever is greater	_____ _____
<b>Cavalier Arena</b>	\$1000.00 /day x _____ days \$250.00 for banquet arrangements requiring floor covering, tables, chairs, and stage set-up per day or *10% of gross ticket sales, whichever is greater	_____ _____ _____ _____
<b>Soccer Fields</b>	\$100 / day x ____ days \$250/day with lights (Includes one field set-up)	_____ _____ _____
<b>Softball Field</b>	\$200/day ____ days \$400/ day with lights x ____ days (Includes one field set-up)	_____ _____ _____
<b>Baseball Field</b>	\$200/day ____ days \$400/ day with lights x ____ days (Includes one field set-up)	_____ _____ _____
<b>Aerobics/Dance</b>	\$300/ day ____ day	_____

\*After conclusion of the event, an event form (see Appendix IV) must be completed and submitted to the Assistant Facilities Manager/Division Chair of Physical Education to determine the final cost.

**For –Profit Entities (continued)**

**Client** \_\_\_\_\_ **Date** \_\_\_\_\_

**Facilities, Equipment,  
And Related Services**

**Calculation of Charges**

**Amount**

**Tennis Courts**

**Six Courts and Pavilion (Special Provisions maybe made for eight courts)**

\$300/ day \_\_\_\_\_

\$500/ day with lights \_\_\_\_\_

**Pavilion Use**

\$300/ day with lights x \_\_\_\_ days \_\_\_\_\_

**Activity Field**

\$200/ day \_\_\_\_ days \_\_\_\_\_

**Classrooms**

E-112 (capacity 25) \$75/day x \_\_\_\_\_ days \_\_\_\_\_

E-136(capacity 25) \$75/day x \_\_\_\_\_ days \_\_\_\_\_

**Personnel Fees:**

**Direct Costs To College: All Figures Hourly to be billed at two hour minimums.**

Custodial \$11/hr x \_\_\_\_ hrs \_\_\_\_\_

Grounds \$11/hr x \_\_\_\_ hrs \_\_\_\_\_

Pool Technician \$50/hr x \_\_\_\_ hrs \_\_\_\_\_

A/V Technician \$50/hr x \_\_\_\_ hrs \_\_\_\_\_

Security (in-house) \$11/hr x \_\_\_\_ hrs \_\_\_\_\_

Police \$18/hr x \_\_\_\_ hrs \_\_\_\_\_

Lifeguards \$10/hr x \_\_\_\_ hrs \_\_\_\_\_

Facility Supervisor \$20/hr x \_\_\_\_ hrs \_\_\_\_\_

Clean up fee Based on event \_\_\_\_\_

Other (describe): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_

If you have questions concerning the rental of any space not listed, please call the Assistant Facility Manager’s Office at (229) 317- 6833.

\*Non Profit Entities are defined as those organizations that in their daily operations do not make a monetary profit on the goods of services they provide, i.e., state or federal agencies, charitable organizations, school systems, etc.

On occasion, outside organizations will provide potential benefits to the College in terms of marketing, recruitment opportunities, partnerships, corporate donations, etc. In these limited situations, the department involved with the organization shall submit a written request to the College President or designee requesting a reduction/waiver of the approved fee schedule. Such a request must justify the benefit to be derived by the College.

## **Policies and Procedures Facilities Rental**

### **First contact:**

- 1) Complete P-32A (for campus grounds):
  - Contact name/address/phone
  - Billing address, if different
  - Name of event
  - Confirm date, time (setup/start/end time)
  - Confirm approximate attendance
  - Confirm setup (classroom, theater style, special)
  - Determine audio/visual needs, if possible. If unknown at this time, confirmed details will be provided minimum of three days prior to event
  - Food Service (client will contact Martha Snow/Fran Doster)
- 2) Check availability of rooms
- 3) Discuss room rental fee, deposits required (if applicable), and how/when they will be invoiced
- 4) Discuss Food Service (client will contact Martha Snow/Fran Doster)
- 5) Inform client of alcohol policy (if applicable to event)
- 6) Confirm details with client and advise they will receive a copy of Facilities Rental form along with additional information about Food and Beverage Services, the facilities, and a rental agreement that must be signed and returned.
- 7) Explain to individuals that their reservation is not confirmed for the Physical Education Complex/Athletic Facilities until a signed agreement and the deposit (where required) are returned.

### **Deposits:**

At this time we only require deposits from individuals renting the Athletic Facilities. The policy is that one-half of the rental fees are due within ten days after the date that the request for use of the facility has been approved. Balance is due ten days before the event. Amount must be paid in full before the day of the event. After three days, a reservation is considered binding and the deposit is non-refundable.

**If no deposit is required:**

- 1) Send a standard letter of confirmation, to Off-Campus Organizations; include copy of the P-32A, catering information, and rental form
- 2) Enter information from P-32A into EMS
- 3) Sign P-32A and check off distribution
- 4) Print report for reservation book
- 5) Copy P-32A and distribute copies
- 6) File original P-32A in book for appropriate month

**If a deposit is required and received within five days:**

- 1) Send a standard letter of confirmation, to Off-Campus Organizations; include copy of the P-32A, catering information, and rental form
- 2) Receive copy of receipt for deposit from the college cashier
- 3) Sign P-32A and check off distribution
- 4) Print report for reservation book
- 5) Copy P-32A and distribute copies
- 6) File original P-32A in book for appropriate month

**If a deposit is required and not received within five days:**

Contact the client via telephone and remind them of the policy – a room is not reserved until the deposit is received. Make sure you e-mail the client to confirm.

**Minimum of three days prior to event, confirm details with:**

- 1) Client (make any changes requested)
- 2) Plant Operations (setup)
- 3) ITDL (audio/visual equipment)
- 4) Food Service (break/lunch details)

**Prior to event, check the following:**

- 1) Make sure room is unlocked
- 2) Make sure room setup is correct
- 3) Make sure audio/visual equipment is in place and operating
- 4) Check room temperature

**Check in with person leading meeting to see if they have any questions or needs:**

- 1) Let client know who to contact if they need anything, and where office is located
- 2) If event will begin by 9:00 a.m., check room setup the night before
- 3) Arrive a minimum of one hour prior to event to have the facility ready

**Cancellations**

After three days, a reservation is considered binding. In the event of cancellation after the three day period the deposit is non-refundable.

**Darton College  
Auxiliary Services  
Catering Information**

***General Information***

In order to ensure a successful event, please be certain that all relevant details are agreed upon by you and the Darton Auxiliary contact prior to the date of the event. Any and all revisions and additions must be finalized by the dates indicated on your contract. Please note that all functions are subject to the applicable State sales tax unless proof of tax exempt status is submitted prior to the event.

All catering requests for food service on the Darton College campus shall be booked through the Auxiliary Services Director's office. After a P-32A form has been completed and the facilities reserved for the event, the requestor shall contact the Auxiliary Services Director at 229-317-6755 or e-mail her at: martha.snow@darton.edu. Darton College Food Service shall make all of the necessary arrangements to comply with the requestor's food service needs.

Catering services at Darton College are subcontracted with the various catering agencies in and around Albany, Dougherty County, Georgia. Various, smaller menus, including continental breakfast, are baked or prepared on the premises. Fees for such services shall be determined by the Director of Auxiliary Services.

We will be happy to assist you with menu selection and any other special arrangement so that your meetings run as smoothly as possible.

***Guarantee***

Unless otherwise agreed upon in writing, a guaranteed number and menu for each event is due to the Auxiliary contact person ten days prior to the event. An advance planning number and budget must be given when making the reservations in order to determine which caterer will best serve the needs required by your organization.

The guaranteed number for catering services may be increased until 48 hours prior to the event. The sponsoring organization will be invoiced for the higher number. Should attendance actually increase over the guaranteed number, the organization will be invoiced for the actual number consuming the food service. No reductions in the guaranteed number will be permitted once the guarantee has been submitted to the Director of Auxiliary Services.

***Cancellation Policy***

A cancellation fee in the amount of 50% of your event's total cost will be billed to any organization which cancels a function less than three weeks prior to the confirmed event date.

***Exclusive Rights***

No catering by an outside agent shall be allowed on the campus unless mutual agreement is made in advance of the event by the requestor and the request has been approved in writing by the Director of Auxiliary Services or his/her representative and the requestor that services for catering for a specific event may be handled by an agent other than Darton College, Darton College will assess a fee equal to 20% of the fair market value of the catering services. The outside agent must be approved by Darton College Food Service, be a licensed and insured caterer, and maintain a business in or around Dougherty County. No catering services may be provided by any person/organization that is not licensed to operate a food service establishment.

***Payment for Services Rendered***

Payment for catering services must be made at the time the services are rendered unless prior arrangements have been made with the Director of Auxiliary Services. Invoices for catering/food service needs will be issued on a monthly basis by the Director of Auxiliary Services. A separate invoice shall be issued for facilities usage and media rentals. Payment for all catering services should be mailed to Darton College Food Services.

**DARTON COLLEGE  
 CALCULATION OF RENTAL CHARGES FOR EVENTS WITH  
 TICKET SALES  
 PHYSICAL EDUCATION COMPLEX  
 FOR PROFIT (AND OTHER NON-PROFIT)**

**RECREATION GYM**

**1. Number of Tickets Sold**

Child \_\_\_\_\_ Adult \_\_\_\_\_

**2. Cost Per Ticket**

Child \_\_\_\_\_ Adult \_\_\_\_\_

**3. Calculation of Ticket Sales**

\_\_\_\_\_

# \_\_\_\_\_ Child Tickets x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

# \_\_\_\_\_ Adult Tickets x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Ticket Sales \_\_\_\_\_

10% of Total Ticket Sales \_\_\_\_\_ = \_\_\_\_\_ Rental \*\*

**AQUATICS CENTER**

**1. Number of Tickets Sold**

Child \_\_\_\_\_ Adult \_\_\_\_\_

**2. Cost Per Ticket**

Child \_\_\_\_\_ Adult \_\_\_\_\_

**3. Calculation of Ticket Sales**

\_\_\_\_\_

# \_\_\_\_\_ Child Tickets x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

# \_\_\_\_\_ Adult Tickets x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Ticket Sales \_\_\_\_\_

10% of Total Ticket Sales \_\_\_\_\_ = \_\_\_\_\_ Rental \*\*

# CAVALIER ARENA

## 1. Number of Tickets Sold

Child \_\_\_\_\_ Adult \_\_\_\_\_

## 2. Cost Per Ticket

Child \_\_\_\_\_ Adult \_\_\_\_\_

## 3. Calculation of Ticket Sales

# \_\_\_\_\_ Child Tickets x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
# \_\_\_\_\_ Adult Tickets x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total Ticket Sales \_\_\_\_\_

10% of Total Ticket Sales \_\_\_\_\_ = \_\_\_\_\_ Rental \*\*

\*\* Total carried forward to worksheet

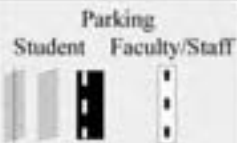
## Room Number List (Numerical Order)

<b>Room #</b>	<b>Description</b>	<b>Room #</b>	<b>Description</b>
101	Recreation Gym	114A	Workroom/Equipment Storage
105	Fitness Center	114B	Control Desk
106	Lesley Smith	118A	Jane Kelly - PE Chair
107	Ticket Office	118B	Glenn Eames
108	Aerobics/Dance Studio	118C	Laura Blackwell
112	Classroom	118D	Matt Torrez
113	Custodian	118E	Blake Miller
115	Concessions	118F	Nursing
118	Administration Offices	118G	Todd Davis
118	Dana Drahusch - Secretary	118H	Nursing
121	Women's Visitor Locker Room	118I	Nursing
122	Men's Visitor Locker Room	118J	Humanities
123	Officials' Locker Room	118K	Ken Veilands
124	Men's Varsity Locker Room	118L	David Mann - Asst Soccer Coach
126	Team Room	118M	Storage
127	Training Room	118N	Michael White
128	Data Room	118O	Greg Smith
129	Custodian	118P	Ducky Wall/Andy Christo
130	Laundry/Uniform	118Q	Conference Room
131	Women's Varsity Locker Room	121C	Women's Visitor Locker Room--Pool Entrance
135	Aquatics Center	122C	Men's Visitor Locker Room--Pool Entrance
136	Classroom	124D	Men's Varsity Locker Room--Pool Entrance
137	Women's Locker Room	125B	Upstairs Storage A
145	Electrical	127A	Training Office
146	Chiller	127B	Training Hydrotherapy
147	Boiler Room	127C	Storage
150	Sound Room A	131D	Women's Varsity Locker Room--Pool Entrance
151	Arena Storage	135A	Paul Flinchbaugh
152	Arena Storage	135A	Pool Office/ First Aid
153	Arena Storage	135B	Pool Storage
205	Aquatics Gallery	135C	Pool Storage
205	Aquatics Gallery	135D	Pool Storage
206	President's Club	135ED	Pool Filtration
210	Maintenance Office	136A	Classroom Pool Entrance
211	Brett Grove - Wrestling Coach	137D	Women's Locker Room--Pool Entrance
102C	Men's 1st Floor Restroom	201B	Elevator Room
104C	Women's 1st Floor Restroom	202B	Custodian
105A	Fitness Center Office	202C	Men's Upstairs Restroom
105B	Fitness Center Storage	202D	Women's Upstairs Restroom
105C	Fitness Center Storage	206C	Pantry
108A	Aerobics/Dance Studio		
108B	Aerobic/Dance Storage		

# Darton College

2400 Gillionville Road  
Albany, Georgia 31707

## KEY



## Building Codes

- A 0001 Administration
- B 0002 Science/Math,  
Dental Hygiene
- C 0008 Student Center
- D Maintenance
- E 0005 Physical Education
- F 0006 Humanities
- G 0007 Library
- H Warehouse
- I 0014 Social  
Sciences/Nursing/  
Business
- J 0015 Allied Health,  
Community Service
- K Computer Lab
- L Courtyard

