



FORT VALLEY
STATE UNIVERSITY

EXTENSION



ATCC AGRICULTURAL TECHNOLOGY
CONFERENCE CENTER

Rental Guide



Discover the Perfect Venue for Your Next Event at Fort Valley State University

Looking for an ideal location in Georgia to host your next workshop, training, conference or social event? Look no further than the renovated and expanded Agricultural Technology Conference Center (ATCC) at 46 Camp John Hope Road, Fort Valley, GA 31030.

Nestled in a charming early 20th-century colonial-style building, the ATCC boasts unique architectural features, including original pine floors and knotted pine ceilings crafted from trees grown on the adjacent farm. With approximately 10,000 square feet of versatile workspace, the center is designed to accommodate a wide range of events, from corporate meetings to social gatherings.

The facility offers seamless connectivity with wireless internet throughout, ensuring your event runs smoothly. The serene Koi Pond, nestled next to the north-side portico (Magnolia Lawn), also provides a tranquil backdrop, enhancing the overall ambiance.

Our dedicated ATCC staff is ready to assist you every step of the way, ensuring your event is a resounding success. Let us help bring your vision to life in a setting that combines history, modern amenities and natural beauty.

RENTAL POLICIES & PROCEDURES

Individuals or groups wishing to rent any space must complete the University's Facility Use Form and return it to the ATCC within seven days of confirming the venue as your event choice. A damage deposit (preferably in the form of a personal check) is due 90 days prior to the event. **All fees are due at least 30 days prior to the event, or it will be removed from the schedule.**

The damage deposit will be refunded if all spaces used are left in the condition found. An inspection will be conducted within 24 hours following each weekday rental event and by 9 a.m. Monday following a weekend event.

RENTAL TIME

Rental time constitutes up to a consecutive 10-hour period between 9 a.m. and 10 p.m. It begins when the first person arrives (caterer, decorator, etc.) and ends when the facility is clean and the last person has left. There is a \$100/hr. charge (to be paid in advance) for one additional hour (10 p.m. – 11 p.m.). The wedding package rental allows up to two hours for rehearsal time at an agreed upon time.

KITCHEN

A fully equipped catering kitchen is available, and is included in the rental fee for the large conference room. The kitchen can be used for heating/warming already cooked food, but no cooking of food is allowed. A refrigerator, freezer, ice machine and dishwasher are available for use. Trash bags and cleaning supplies are furnished by the ATCC.

DECORATIONS

Prior approval must be obtained before attaching signs, banners, balloons, etc., to the walls, furniture, lighting or other fixtures. Under no circumstances should thumb tacks or other hole puncturing devices be used to attach items to the walls or furniture. If candles are used they must be placed in appropriate containers so wax does not damage the furniture or floors. The use of confetti, glitter, rice and birdseeds are prohibited. The ATCC is decorated from November–January for the holidays.

FOOD CONSUMPTION

Food consumption may take place only in designated areas. Except for the break room, there shall be **no food or beverage served or consumed in areas with hardwood floors**, without prior approval. Failure to adhere to this rule will result in immediate termination of contract and no refund of the damage deposit.

CLEAN UP

The renter is responsible for leaving all areas used (inside and outside) in the same condition as found. All decorations must be removed from the facility. When a caterer is used, it is the renter's responsibility to make sure the caterer cleans the kitchen floor and equipment properly and removes all trash to the outside containers. No food or beverages should be left in the warming oven, refrigerator or freezer unless prior permission has been obtained. The damage deposit will not be returned until the clean-up check list has been completed and signed by the renter and an ATCC staff member.

FVSU IS A SMOKE FREE ENVIRONMENT; SMOKING IS PROHIBITED ON THE PROPERTY GROUNDS. NO WEAPONS OR FIREARMS ALLOWED ON PREMISES BY GUESTS.



View the Center on
Google Maps at:
[fvsu.ag/atccgmaps](https://www.fvsu.ag/atccgmaps)

CONFERENCE/MEETING ROOMS



Paulownia Conference Room



Paulownia Conference Room



Camellia Executive Board Room



Crepe Myrtle Sitting Area



Blueberry Conference Room



Persimmon Sitting Room

OFFICE SPACE

SITTING AREAS



Peach Blossom Parlor



Sunflower Lounge

OUTDOOR AREAS/LAWNS



Rose Lawn (Front)



Magnolia Lawn (Patio, Koi Pond, Adjacent Lawn)



Pecan Lawn (Beside Building)



Lantana Lawn (Behind Building)



Koi Pond (Beside Rear Patio)

WEDDINGS/SPECIAL OCCASIONS



FOYER/ENTRYWAY

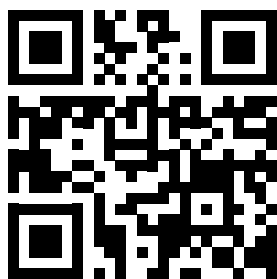


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ATCC

AGRICULTURAL TECHNOLOGY
CONFERENCE CENTER

Host Your Event at the Center!
For more information visit:



◀ <http://fvsu.ag/atcc>

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