



**FORT VALLEY
STATE UNIVERSITY**
A State and Land-Grant Institution • University System of Georgia

ATCC

Agricultural Technology
CONFERENCE CENTER

RENTAL GUIDE

CONFERENCE/MEETING ROOMS



Paulownia Conference Room



Paulownia Conference Room



Camellia Executive Board Room



Crepe Myrtle Sitting Area

OFFICE SPACE



Blueberry Conference Room



Persimmon Sitting Room

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)



GENERAL INFORMATION

If you are looking for a centrally located place in Georgia that's perfect for your next workshop, training, conference, corporate or social event, then Fort Valley State University's renovated and expanded Agricultural Technology Conference Center (ATCC) is the place.

Located in an early 20th century colonial-style building with original pine floors and knotted pine ceilings made from pine trees off the adjacent farm, the ATCC includes approximately 10,000-square-feet of meeting and work space.

Wireless Internet is available throughout the entire facility. All of these features are augmented by a soothing Koi pond adjacent to the north-side portico (Magnolia lawn). The ATCC staff is eager to assist you in planning and implementing your next event.

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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.



RENTAL AREAS AND DAILY FEES*

ROOM(S)	SQUARE FOOTAGE	RATE	DAMAGE DEPOSIT
Conference Room (Paulownia)	1,874	\$800/10 hrs. or \$80/hr. (rental time may be between the hours of 9 a.m. & 10 p.m., <i>see notes below table</i>) <i>minimum of 4 hours</i>	\$250
Executive Board Room (Camellia)	742	\$300/day	\$100
Sitting Area (Crepe Myrtle)		\$150/day	\$100
Conference Room (Blueberry)		\$300/day	\$100
Sitting Room (Persimmon)	337	\$150/day	\$100
Parlor (Peach Blossom)	392	\$150/day	\$100
Lounge (Sunflower)		\$150/day	\$100
Front Lawn (Rose)		\$350/day	\$100
Patio & Adjacent Outdoor Area (Magnolia)		\$300/day	\$100
South Lawn (Pecan)		\$350/day	\$100
Back Lawn (Lantanna)		\$300/day	\$100
Entire Facility		\$3,000/day	\$250

ITEM/SERVICE	DESCRIPTION	COST	DAMAGE DEPOSIT
Tablecloths	Black, White, Royal Blue or Gold	\$5/each	N/A
Chafers	---	\$15/each	N/A
Chafing Fuel (Sterno)	---	\$1/each	N/A
Spandex Chair Covers	Black or White	\$1.50/each	N/A
Outdoor Chairs	White	\$3/each	N/A
Portable Sound System	Microphone and Speakers	\$95/day	N/A

WEDDING PACKAGE: \$1,500

The package includes: the large conference room, the front and south lawns, the patio area, use of the catering kitchen and areas downstairs for photographs, a room for the bridal party to get dressed, a room for the groomsmen to sit and one rehearsal (up to two hours w/o dinner). If the front and south lawns are not desired, then the fee is \$1,250. Any tents to be used on the lawn are the responsibility of the customer.

NOTES:

- The damage deposit is refunded if the rented space(s) is cleaned and there is no damage to any equipment, furnishing, walls, floors, etc.; otherwise, the fee, or a portion of it, is retained by the Center.
- One or more security officers may be required depending on the activity, in which case a separate fee is charged by Campus Police of \$35 per hour per officer.
- There is a \$100/hr. charge (to be paid in advance) for one additional hour (10 p.m. – 11 p.m.).
- Fees subject to change without prior notice.

METHODS OF PAYMENT

The ATCC accepts checks (business, personal or certified), Mastercard, Visa, and money orders for payments. In fact, we ask that the damage deposit be made by check. The check is not deposited, and is returned to the renter if the facility is returned in the order found. Checks and money orders must be made payable to the **Agricultural Technology Conference Center**. To pay online visit: bit.ly/payATCCfees and use the code **ATCC2016%**. Mail payment to: **ATCC P.O. Box 4061, Fort Valley, GA 31030-4313**

CANCELLATION AND REFUNDS

Cancellation of an event must be made in writing. Refunds of monies paid at the time the written cancellation is received will be made as follows:

- More than 30 days before the event: 100%
- 21 - 30 days prior to the event: 75%
- 14 - 20 days prior to the event: 50%
- 7 - 13 days prior to the event: 25%

There will be **no refund** with less than seven days notification of cancellation, or if it rains for an outdoor event. If the ATCC Administration deems it necessary to cancel an event due to inclement weather; a full refund will be returned to the renter.

The ATCC reserves the right to deem an event “out of control”, in which case the event will be ended and the damage deposit may be forfeited.



Fort Valley State University
46 Camp John Hope Road
Fort Valley, GA 31030

Host Your Event at the Center!

For more information visit:

ag.fvsu.edu

Click on Outreach/Extension,
then Agricultural Technology Conference Center
478.827.3113
atcc@fvsu.edu

ATCC

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