



Policy Source: Gwinnett Tech	Owner: Executive Director of Communications	Effective: August 1, 2025 (
Division: Communications	Reviewed:	

9.2.6 External Rentals Policies & Procedures

1. Purpose

Establish expectations and procedures for external organizations wishing to rent or utilize Gwinnett Technical College (GTC) space, while prioritizing the college's educational mission, safety standards, and operational integrity.

2. Scope

This policy applies to any group or individual **not affiliated with GTC** (*e.g., businesses, nonprofits, government agencies, professional associations*) seeking to reserve space on campus for meetings, events, trainings, or other gatherings.

3. General Guidelines

- **College-first priority:** GTC academic programs, student services, and internal events always take precedence over external rentals.
- **Types of external use permitted:**
 - Business trainings
 - Conferences or seminars
 - Government-related functions
 - Community engagement events (*case-by-case*)
 - Film Production (*case-by-case*)
- **Space use is contingent on availability and compliance with policies.**
- Events with unaccompanied minors, hazardous activities, or no insurance coverage are not permitted.

4. Rental Inquiry & Intake Process

Initial contact should be made 30–60 days prior to the proposed event date by emailing or calling the Campus Events Specialist. This lead time is required to ensure room availability, contract routing, and logistics coordination. The specialist will collect the following:

- Organization name and primary contact
- Date(s), time(s), and preferred location
- Purpose and type of event
- Expected attendance
- Setup/breakdown needs
- Food or vendor services involved
- AV/tech requirements
- Campus preference: Lawrenceville or Alpharetta-NF
- Any special needs (risers, accessibility, tours, etc.)

A. Rental Duration Categories

External rentals are priced and scheduled based on the following time blocks:

- **Half Day:** Up to 4 hours (includes setup and breakdown)
- **Full Day:** More than 4 hours (includes setup and breakdown)

Event requests must specify which time block they require at the time of inquiry. Changes to rental duration must be approved in advance and may result in an adjusted quote.

5. Reservation & Contract Procedure

Once a suitable space is identified:

1. Campus Events staff confirm availability in our booking system.
2. Room photos, features, contract, and a quote are sent to the renter.
3. If renter accepts, they must provide:
 - a. Signed rental agreement.
 - b. Proof of liability insurance.
4. The contract is then executed.
5. PayPal invoice is generated and sent to the renter.
6. Optional: tour can be scheduled ahead of the event.

6. Use of Campus Facilities

Campus spaces must be treated with care and returned to their original layout after use. The following expectations apply:

- Glitter, confetti, smoke/fog machines, and open flames are strictly prohibited.
- Doors must remain fully operable; no locking, blocking, or altering access is permitted.
- Trash must be disposed of properly. Excessive cleanup or damage may result in loss of reservation privileges.
- Use of tape, glue, staples, or tacks on walls or fixtures is prohibited.

Failure to leave a space in good condition may result in loss of future reservation privileges.

7. Facilities, IT, and Access Support

- Facilities and tech needs will be arranged by GTC staff after the event is confirmed and scheduled. This includes submitting Sherpa tickets for items such as room setup, trash support, and AV/IT assistance, but **does not include staffing the event itself.**
- Event setup must be coordinated **no later than 10 business days** prior to the event.
- Any changes to room setup, AV/IT needs, or other facility requests made **on the day** of the event may result in additional charges.
- Please note that some spaces have fixed furniture and cannot be rearranged. All room setup requests are subject to approval by the Executive Director of Facilities.

8. Food, Beverages & Restrictions

- Only pre-approved spaces allow for food.
 - Boxed meals or bottled water are usually acceptable.
 - Open plates and buffets are allowed **only in the banquet hall and culinary dining room.**
- Alcohol is prohibited unless written approval is granted by the President.
- No food trucks or catering vendors may be brought on campus without approval.

9. Payment & Cancellations

- Standard payment must be completed through **PayPal** using the official GTC invoice.
- Invoices are due a minimum of **10 days prior to the event date** unless otherwise approved.
- **Gwinnett Technical College accepts ACH transfers** from qualifying agencies.
- Refunds are not guaranteed and are at the discretion of the College.

10. Filming Requests

All filming on GTC property—whether commercial, documentary, educational, or entertainment—must be reviewed and approved on a **case-by-case basis**.

Conditions for Approval:

- Filming requests must be submitted at least 60 days in advance.
- **No disruption to college operations:** Filming must not interfere with classes, student services, parking, walkways, or other daily activities.
- Filming is strongly preferred during college breaks (Spring, Summer, Fall, Winter).
- **All filming must occur within the college's standard hours of operation.** Overnight or late-night filming (*e.g., 1 a.m.*) will not be permitted.
- Special-use rental fees apply and vary by scale of production.
- Approval requires review by Campus Events, Communications, Facilities, and the **Office of the President**.
- A contract agreement and a copy of liability insurance are required.

GTC reserves the right to deny any project for logistical, reputational, or operational reasons. Unauthorized filming or unapproved projects will be required to leave campus and may be denied future access.

Additional Restrictions for External Film Productions:

- **Restricted access to construction zones:** Filming is prohibited in or near active renovation or construction areas.
- **No alteration of property:** Equipment, props, or signage may not be attached to buildings or landscaping without prior approval. All spaces must be returned to their original condition.

- **Use of GTC branding or logos:** GTC's name, logo, signage, or identifiable branding may not appear in any production without written approval from the Communications department.
- **Supervision requirement:** GTC may assign a staff liaison to oversee filming activities; staffing fees may apply.
- **Right to cancel or reschedule:** GTC reserves the right to cancel, reschedule, or halt filming due to safety, operational needs, or emergencies—even after approval.

Additional conditions may be imposed based on the nature, location, or timing of the request to ensure the safety, reputation, and operations of Gwinnett Technical College are not compromised.

11. Prohibited Use & Limitations

- No unaccompanied minors are allowed at external events.
- Smoking, open flames, glitter/confetti, and fog machines are prohibited.
- Events may not disrupt academic instruction or daily college operations.
- Advertising must state only that GTC is the **event location** — not a co-sponsor or host.

12. Final Authority

GTC reserves the right to deny or cancel any external rental request. The **President of Gwinnett Technical College** retains ultimate approval authority on fee waivers and exceptional cases.

Facilities and Campus Events may cancel any event that violates policy, safety requirements, or contractual terms.