

Conference Center Facility Specifications

Meeting and Conference Facilities

The facility features 10 seminar rooms which can be configured to meet your group of 10-90 participants.

Computer Labs

4 Training Labs available with 25 student stations and 1 instructor station each. (3 PC AND 1 MAC LAB).

Executive Boardroom

A luxurious executive boardroom which seats 20 at a conference table and an additional 20 participants within the room.

Banquet Facilities

5,432 sq. ft. which can be divided into 3 sections & accommodates up to 540 guests.

Audio/Visual Equipment

The Conference Center offers rental on state-of-the-art A/V equipment for your meeting needs. Equipment available includes:

- Built in projection screens for computer, overhead, or video projection.
- Podium equipped with laptop computer.
- TV, VCR, DVD, CD, and cassette players.
- Built in sound with lapel, cordless, or regular microphones.
- Smartboards, overheads, camcorders, document cameras, and much more!

Set up equipment

The conference center is also equipped for all types of meetings. We can preset your space with tables, chairs, staging, podiums, a/v equipment, and much more!

Caterers

The Conference Center offers a variety of caterers to choose from off of our preferred caterers list, so you can choose the right food for your event.

All catering must be coordinated with a business from the Conference Center's [Preferred Caterers List](#)*. Approved caterers have met all qualifications and presented all licenses required for the facility.

It is not permissible for outside food or beverage to be brought in for an event except by these caterers.

Tables

Tables available for your event include:

- 60" rounds
- 6 foot rectangular
- 8 foot rectangular tables

Table Linens

Table Linens are the responsibility of the caterer. We have a small supply of in house linens for registration tables. These will be billed at \$10 per cloth.

Event Hours

Facility is available 7 days a week for your event. Hourly charges apply. Please see our rental rate sheet for details. There is an additional \$200 fee for rentals requiring the facility to be open after midnight.

Note: Event hours start with the 1st person's arrival and extends to the last person's departure time. This includes caterer, florist, or other event affiliated persons. The hours do not include the time that the facility staff is preparing for the event.

Support Staff

A Conference Center staff member will be present from initial load in through load out of client's event. Staff members are available to supervise facilities, answer questions, help coordinate, and access all other needs.

Courtesy Phones

If during your event a Conference Center Staff member is needed and not visible, please feel free to pick up one of our courtesy phones located in each hallway. Courtesy phones will put you in direct contact with staff members so they can further assist you.

Event Planning

A consultation will be scheduled with a facility manager to determine rental, labor, and supplemental equipment needs. Our experienced staff is happy to assist you with a variety of services.

Parking

Parking for the Conference Center is located at the front of the facility, and can be accessed from Gentian Blvd. If your event is anticipating a larger amount of parking spaces than provided, an overflow parking location will be arranged. Vehicular traffic and parking is not permitted on any lawn, walkway, or brick area. Front door area is for quick unloading only. Major deliveries should be through service elevator at loading dock on the southwest end of the building.

Payment Requirements:

All payments are to be made payable to University Account Services and mailed to:

Cunningham Center for Leadership Development
Attn: Kim Rozycki
3100 Gentian Blvd.
Columbus, GA 31907

Deposit:

An Application for space reservation form must be completed for request to be processed. Upon signature and agreement of lease agreement / contract, a \$100.00 (Meeting Rooms) / \$300.00 (Banquet room) deposit must be made to consider it finalized. Deposit is refundable up to 120 days prior to the event.

Remaining Balance:

The Conference Center requires that all estimated remaining balances must be paid in full 24 hours prior to event. Any additional rentals /balances from the original lease addendum will be presented to the client and is due immediately after the events.

Refunds / Cancellation:

Deposits are refundable until 120 days prior to the event. Cancellations must be made in writing. In the event of unforeseen circumstances and cancellation occurs by either the facility or client, return of rental deposit will be given at the discretion of the Facility Event Manager. The Cunningham Center for Leadership Development will not be held responsible for any other cost the client has incurred should the event need to be canceled.

Clean-Up:

The Facility Event Manager will be responsible for arranging cleaning of premises before and after the client's event. Catered event food clean up will be the responsibility of the caterer. Caterers are responsible for providing trash bags and removing all trash from the premises. The Client agrees to reimburse the Conference Center for any additional labor or other cost for above-normal clean-up cost related to Client's use of the premises.

Exhibit Samples:

Food and/or beverage samples in conjunction with specific exhibits that are to be given to attendees free of charge must be pre-approved in advance with written consent of the Facility Event Manager prior to the event.

Damages:

Client assumes all responsibility for damages due to neglect or contract violation. The client further agrees that additional fees will be billed for any excess cost if damage occurs. If damage occurs, a conference center staff member should be contacted promptly in order to insure client safety and facility repair.

Guest Conduct and Liability:

Client agrees to conduct the event in an orderly manner in full compliance with applicable laws, regulations, and Conference Center rules. The client assumes full responsibility for the conduct of all persons in attendance and for any damage done during the time period that premises are under the use of the client.

Licenses / Permits / Taxes:

Client agrees to pay promptly all taxes, excise or license fees and to take out all licenses or permits for use of space as required by federal, state or local laws and ordinances. Client agrees to provide evidence of same to facility on call. Client also agrees to advise all exhibitors offering goods for sale that applicable sales tax must be filed, designating sales were made in the City of Columbus, County of Muscogee, and State of Georgia.

Liability / Insurance:

Catering: All events employing a caterer must provide a certificate of insurance showing the caterers have General Liability insurance of at least \$1,000,000 and full worker's compensation coverage. All caterers on the Cunningham Preferred Caterer's List have been pre-approved and such documentation is on file with the Facility Events Manager.

Groups under 200 people:

Our facility is insured with General Liability insurance for events. Clients may consider additional insurance for their event and safety. (General Clients: Some Homeowner's insurance policies can be endorsed to cover the facility for your event, or you may purchase a single event policy. Businesses: If a business already has general liability insurance, an additional insured can be added to an existing policy for a nominal fee. All documents are due at least two weeks before the event.)

Large Groups:

Client agrees to obtain and present a Certificate of Insurance showing General Liability with limits of insurance equal to or greater than the limits of insurance shown in the schedule below, and including Foundation Properties, Inc. as an Additional Insured with respect to their liability.
Schedule General Liability Limit \$1,000,000

Indemnification:

The Client agrees to indemnify and hold Columbus State University, Foundation Properties, Inc. and its employees harmless from and against all losses, costs, expenses, claims, "suits", damages, and any other liability arising out of such client's negligence and their use of the facilities.

Public Safety:

Client agrees to conduct their activities at all times with full regard to public safety and observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety and with facility management to assure such safety. All portions of the sidewalks, entries, doors, passage, halls, corridors, stairways, and all ways to access to public shall remain unobstructed by client. Client agrees not to bring onto the premises any materials, substances, equipment, or objects which are likely to endanger any person on the premises or a hazard to the property. The Facility Event Manager has the right to refuse any such materials and require its immediate removal from the facility. Should it become necessary, in the judgment of the Facility Event Manager, to evacuate the premises because of bomb threat or for any other reasons of public safety, the client will retain possession of the facility for sufficient time to complete presentation of event activity without additional rental fees to offset any time lost.

Lewdness Code:

Per City of Code 14-97, no lewd or indecent action, conduct, language, pictures, or portrayals shall be included in the activities or events presented by client. Client agrees to abide and be bound by the decision of the owner should any questions arise under this paragraph.

Smoking:

Smoking is not permitted inside or near the entrance way of the Conference Center. It is a violation of ordinance (Article VI, Section 42-123) for any person to smoke within any portion of CSU properties. Conviction of a violation is a misdemeanor offense, punishable by a fine. Any person caught in violation of this ordinance may be issued a citation and ejected from CSU property. The ordinance applies to client's agents, officers, directors, representatives, licenses, invitees, patrons, guests, employees, contractors, and subcontractors.

Decorations / Signs / Banners:

All decorations must be approved through the Facility Event Manager.

You may not:

Affix any article, drill holes, drive nails, or screws in walls, ceilings, floors, woodwork or partitions.

Affix any signs, advertisement or notices to the facilities, inside or outside, or attached to any part thereof. (w/o approval of Facility Event Manager)

Block emergency exits or service exits with decorations or equipment.

Put tape of any kind on any surface or nails, tacks, screws, or staples on walls or doors.

Use confetti, bubble gum, rice, silly string, birdseed, and sparklers.

All extension cords must be taped down to insure safety. All tables must be appropriately covered with linens.

Exceptions may be made to these rules for specific events, but **MUST** be made by Facility Event Manager. The timely removal of decorations and event materials from the facility is the responsibility of client.

Set up / Load out:

Client assumes all responsibility for any goods or materials which may be placed in storage with facility before, during, or after event. Removal of all event set up equipment or decorations must be removed at end of the event, unless authorized by Facility Event Manager.

Deliveries / Loading:

Delivery/ service access to the conference center is located on the ground floor at the south end of facility. Upon arrival those who require access to the service drive should request directions. Vehicular traffic and parking is not permitted on any lawn, walkway, or brick areas. All articles, exhibits, displays, etc. shall be brought into or out of facility only at such entrances and during such hours as designated by facility management.

Unavoidable Happening:

If, for any reason, an unforeseen event occurs, including, but not limited to fire, casualty, acts of God, or other occurrences which renders it impossible for the fulfillment of any term of this lease, the client shall have no right to damages against Columbus State University, Columbus State University Foundation Properties, or its employees.

Alcohol Restrictions:

The serving of alcoholic beverages is permitted in the Conference Center with the following conditions: All alcoholic beverages served on facility property must be dispensed by and coordinated with a caterer from the Conference Center's preferred caterers list. Laws of the State of Georgia apply. Bartenders must be at least 21 years of age. Guests under the age of 21 may not be served alcoholic beverages. Care should be exercised not to serve alcohol to anyone who has exceeded his or her limit of alcohol. The service of alcohol should be discontinued at least 30 minutes before the conclusion of the event. Red wine and red punch are prohibited at indoor events unless prior approval has been given by the facility manager. **A Security Officer must be hired at \$25 per hour for a minimum of 4 hours or for the duration of the function where alcohol is served. This will be coordinated by the Facility Event Manager.**

Advertising:

All advertising with the Cunningham Center for Leadership Development logo or name included must be submitted to the Facility Event Manager for prior approval.

It should be clear in advertising that the Cunningham Center is the site of the event, not the sponsor of the event.