

Revised 11/12/2008

## **Rock Eagle 4-H Center Contract Policies**

### **CONFIRMATION OF SERVICES**

An original contract must be signed and returned within 14 days to secure accommodations. A deposit of \$200.00 or \$1.00 per person based on estimated attendance must be returned with the contract. Since our operating costs fluctuate, we must hold your conference planner responsible for confirming rates with the Rock Eagle 4-H Center Conference office prior to your visit. **Reservations are not confirmed until a signed contract and deposit have been received.**

### **CONFERENCE SERVICES**

The conference fee, a facility use fee for the use of Rock Eagle, is based on the highest actual meal count or highest attendance for each day and provides your group with the following:

- \* A general meeting room and a one time set up of table and chairs. **If the table and chair arrangement is reset during the conference an additional charge of \$150.00 per building will be assessed for each change.**
- \* The number and size of meeting rooms will be based on the number of participants.
- \* Flip chart, easels and markers
- \* Limited A.V. equipment including overhead and LCD, VCR/DVD Monitors and podiums.
- \* P.A. systems are available in large rooms.
- \* Pavilions, athletic fields, and swimming pools
- \* **Stages and other equipment will require an additional charge.**

Due to limited amount of equipment, requests must be made at least two weeks prior to arrival.

There are no guarantees on last minute requests.

Our auditorium will seat 1,200 people and is available to groups of 350 participants or more.

**Groups using the Auditorium will be charged an additional \$25 per hour for an audio technician to be in the auditorium when the building is open. This fee will begin an hour before the scheduled use of the building and one hour beyond the time the group exits the building. If an audio technician is needed for audio-visual assistance when a group is using the Georgia EMC Building and Senior Pavilion and/or the Dining Hall a charge of \$25 per hour will be added to the group's invoice.**

**Rock Eagle provides guests with adhesive backed charts. Tape, staples, glue and nails are not to be used on the walls or doors of any Rock Eagle cottage or conference building. No signs are allowed to be taped or nailed to the building or directional signs on the 4-H Center campus.** Signs may be taped to the glass doors of the buildings and cottages and should be removed before your group leaves the 4-H Center.

## **FOOD SERVICE**

Rock Eagle has its own dining hall facility that prepares meals for the groups visiting the Center. Each group must notify the Rock Eagle Conference office thirty days (30) in advance with a more accurate number of guests that will attend. **A guaranteed count for that first meal is required seven (7) days in advance.** The group will pay for the guaranteed number of meals or actual meal count, whichever is greater. If the group fails to contact Rock Eagle concerning these counts, the group will pay for the estimated attendance or actual meal count, whichever is greater. Prices for regular meals are quoted on the contract. Any changes or additions in the menu must be discussed with the Food Operations Manager and may result in a price increase. For an additional fee, refreshment and coffee breaks can also be provided and delivered to groups. Our Banquet Room is a smaller, more private dining facility and may be used for luncheon meetings with speakers. **All food services must be arranged through the Conference Office. No outside catering services are allowed.**

**Meals times are as follows; Breakfast - 7:00am until 8:15am, Lunch - 11:30am to 1:00pm and Dinner - 5:30pm to 6:45pm.** If your group would like to have a different meal time please notify the Rock Eagle Conference Office at least seven (7) days before your arrival date.

**Conference Groups may not prepare food on site. Gas and charcoal grills, microwave ovens, hotplates or other means of cooking are prohibited on the 4-H Center.**

**Ice is available upon request for an additional charge.**

## **LODGING FACILITIES**

Each of our 54 cottages can accommodate 18-20 people and have central heat and are air-conditioned. Rock Eagle reserves the right to reduce the total number of cottages and/or buildings to be used by a group when actual attendance is lower than the original estimated attendance. Rock Eagle also reserves the right to change the designated cottage number(s) and/or building(s) being used by a group to better accommodate all groups using the Center. Requests for linen and maid service must be confirmed 7 days prior to your conference. Linen charges will be based on the number requested or the number used, whichever is greater.

**No food or beverages are allowed in the cottages.**

**All cottages are designated as NO SMOKING areas.**

**No tents, motor homes, or travel trailers are allowed to overnight at Rock Eagle 4-H Center.**

## **CANCELLATION POLICY**

As it is difficult to reschedule space without adequate advance notice, we must charge an assessment for cancellations and reductions in attendance by your group. The assessment will be charged based upon your **written** notification to the conference office according to the following schedule:

**Written notice received within**

120 days or more prior to scheduled date.....	No Charge	No Charge
30 to 120 days prior to scheduled date.....	10% of Contract Price	\$182.00
30 days or less prior to scheduled date.....	25% of Contract price	\$455.00

**PAYMENT**

All groups will be expected to pay in full upon departure unless prior arrangements have been made. If special advance arrangements have been made, payment is due within 30 days from the billing date. All material balances greater than 180 days outstanding will be turned over to a collection agency. All groups agree to pay any attorney’s fees and /or collection costs that might be incurred by the University of Georgia in the collection of unpaid balances.

**GENERAL INFORMATION**

**Alcoholic beverages are allowed but discretion should be used when youth groups are on the 4-H Center.** At events where alcoholic beverages are served to adults of the legal age The University of Georgia has adopted the following guidelines:

1. Alcoholic beverages are not allowed outside the predetermined boundaries for the event.
2. Food, as well as plenty of non-alcoholic beverages must, be available.
3. Additional alcohol must not be served to any participant who appears to have exceeded his/her limit.
4. Service of alcoholic beverages must be discontinued at least one hour before event is scheduled to end.
5. A bartender must serve alcoholic beverages and self-service is not allowed.

**Chaperones: Youth groups using Rock Eagle should provide at least one responsible adult chaperone for every **ten** young people under the age of 18.**

**Check Out Time:** Check out time for groups will be 10:00 A.M. (8:00 A.M. for 4-H Environmental Education groups) Groups checking out after 10:00 A.M. will be charged for another full day unless otherwise specified on contract.

**Driving on 4-H Center:** The speed limit on the Rock Eagle campus is **24** miles per hour. Guests should constantly watch for children crossing the road. **Rock Eagle 4-H Center does not allow youth under the age of 18 to drive on the Rock Eagle campus during events or activities. Rock Eagle does not allow people to be transported in the back of trucks or in the trunk of cars.**

**Utility Vehicles:** Groups bringing utility vehicles (golf carts, etc.) must follow the Rock Eagle 4-H Center policy on the use of utility vehicles. The policy is available to those groups that make prior arrangements with the Conference Office.

**Loss or Damage:** Groups will be billed for the cost of repairs or replacement of lost or damaged Rock Eagle 4-H Center property. Groups that leave the Center with large amounts of litter on the grounds will be billed a minimum of \$250.00 for clean up. The Area Coordinator will make this determination.

**Lost and Found:** Items that are found at Rock Eagle are tagged by date and location where found. You may call the Housekeeping Department at 706-484-2815 to see if any lost items were found or turned over to Rock Eagle personnel. After 30 days if no one claims these items they are given to charity.

**Pets:** No pets, livestock or horses are allowed on the Center.

**Possession and use of illegal substances and firearms are prohibited at Rock Eagle 4-H Center. Violators will be asked to leave the 4-H Center.**

**Recreational:** The use of pools, waterslide, recreation areas and recreational equipment are available to groups on a first-come, first-serve basis and must be contracted through the Conference office. **If using the pool, it is the responsibility of your group to provide a lifeguard with a current American Red Cross Lifesaving Certification and valid drivers license. Keys will be issued only to certified lifeguards.**

**The use of skateboards, roller-skates and scooters is not permitted at Rock Eagle.**

**Miniature Golf:** An eighteen-hole miniature golf course is available upon request for an additional fee.

**Ropes Course Instruction:** Our Project Adventure ropes course is also available on a first-come, first serve basis for an additional fee. Arrangements may be made through the Conference Office in order to secure the appropriate number of instructors for your group.

**Security:** A security guard is at the gate 24 hours a day when there are guests on the Center. Every vehicle that enters the 4-H Center will receive a parking pass. Guests may be required to give their name and tag number before receiving a parking pass. Although there are no curfew hours, we ask that you be considerate of other groups on the Center and observe "Quiet Hours" of 11:00 p.m. - 7:00 a.m.

**Smoking:** University of Georgia regulations do not permit smoking inside the cottages or other buildings on the 4-H Center. The Area Coordinator may assign designated smoking areas.

**Vending Machines and Souvenirs:** The 4-H Gift Shop has soft drinks and snack machines available 24 hours a day. The 4-H Gift Shop souvenir area is open during most evening hours and Saturdays while groups are on the Center. Arrangements can be made through the Conference Office for additional hours.

