

**Meeting facilities available at CVTC's
Floyd County Campus**



Floyd County Campus Conference Center

Rental Fee: \$600

Seating Capacity: 250 seated at tables or can accommodate 400 chairs

Features: Video System/Computer

Adjacent to this space is an additional conference room seating 16 available for \$250.

This room may be rented as a whole or divided - see below



Room A



Room B



Room C

Divided Room Fees:

Room A - \$300 - accommodates 20 tables/140 chairs

Room B - \$250 - accommodates 15 tables/30 chairs

Room C - \$250 - accommodates 15 tables/30 chairs

Rooms B & C - \$400 - accommodates 30 tables/60 chairs



Floyd County Campus Auditorium

Rental Fee: \$400

Seating Capacity: 275 people

Features: Video System/Computer

Call CVTC at 706-624-1149 to rent or for more information

**Meeting facilities available at CVTC's
Floyd County Campus Continued**



Floyd County Campus Conference Room

Rental Fee: \$250

Seating Capacity: 14 people

Features: TV/VCR

**Meeting facilities available at CVTC's
Gordon County Campus**



Gordon County Campus Auditorium

Rental Fee: \$400

Seating Capacity: 100 people

Features: Video System/Computer



Gordon County Campus Conference Room

Rental Fee: \$250

Seating Capacity: 18 people

Features: TV/VCR

Call CVTC at 706-624-1149 to rent or for more information

**Meeting facilities available at CVTC's
Polk County Campus**



Polk County Campus Auditorium

Rental Fee: \$400

Seating Capacity: 300 people

Features: Video System



Polk County Campus Conference Room

Rental Fee: \$250

Seating Capacity: 14



Economic Development Business Center

Rental Fee: \$400

Seating Capacity: Room fits 16 round tables seating 4-6 people each or can accommodate 65 chairs

Features: LCD projector and 16 ft. serving counter. Adjacent to this space is an additional conference room seating 12 available for \$250.

Call CVTC at 706-624-1149 to rent or for more information

Facility Fees Include:

- Utilization of the approved facility space
- Designated equipment
- Normal utility expense
- Use of the following auxiliary facilities:
 - Restrooms
 - Vending Area
 - On-Campus Parking
- Janitorial/custodial fee (except if on a day when CVTC is closed)

Additional Fees May Include:

- **Technical Support** - A fee of \$30 per hour will be charged to the sponsoring organization if Coosa Valley Technical College personnel are required to load computer software that will be used for training. This fee will also include the time involved for unloading the software from the CVTC computers after the training session is complete.
- **AV Usage Support** - A fee of \$25 per hour will be charged to the sponsoring organization if Coosa Valley Technical College personnel are required to setup and operate video/sound equipment. All options and related fees must be specified in the Facility Use Contract.

Contact Us

If you have specific questions regarding CVTC's meeting facilities or would like to reserve meeting space, please contact:

Cathy Smith
Facilities Scheduling Coordinator
Phone: 706-624-1149
E-mail: csmith@coosavalleytech.edu

For directions to one of our campuses, visit us on the web:
www.coosavalleytech.edu

Rental Policy

Coosa Valley Technical College's facilities are available for community and civic functions, which promote the interests of the College and foster the image of the College in the community.

Appropriate charges may be assessed for the use of the facilities in order to cover costs incurred as well as amortization of equipment.

All decisions regarding the use of the facility shall rest with the College President.

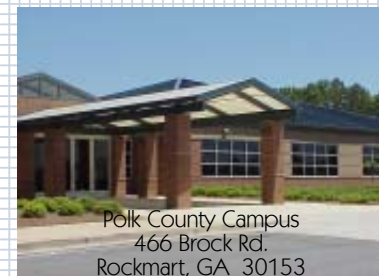
Rental Procedure

Upon receiving a request to use college facilities, CVTC shall provide the requesting entity with the Use of State Owned Facilities Policy (which includes the a detailed list of procedures and regulations for facilities usage), a Facility Use Contract, and a Hold Harmless Agreement.

Coosa Valley Technical College is an Equal Opportunity Institute. Laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, academic or economic disadvantage, or disability. Coosa Valley Technical College does not discriminate in any education programs or activities or in employment policies. The following individuals are responsible for coordinating the College's implementation of Title VI and Title IX and Section 504 and the ADA: Bonnie Bowen, Title VI & IX, Director of New Connections to Work, Room 111, Floyd County Campus, 706-295-6932 or Frank Pharr, Section 504 & ADA, Director of Instructional Services, Floyd County Campus, 706-295-6881. CVTC is a unit of the Georgia Department of Technical and Adult Education.

RV12/05

Coosa Valley Technical College Meeting Facilities



Coosa Valley 
Technical College
www.CoosaValleyTech.edu