

Terry Executive Education Center (TEEC) Facility Reservation & Use Policy



The primary purpose of the Terry Executive Education Center (TEEC) is to provide classrooms and study space; however, several areas in the facility are conducive to hosting events and meetings. Reservation of these spaces is through the TEEC by submitting the online request form or contacting the facilities management team at teecfacilities@uga.edu.

Failure to comply with [the Terry Executive Education Center and University policies](#) or Federal, State and local law may result in the cancellation of future reservations and/or restriction from the use of TEEC facilities. Discrimination in the use of these facilities regarding disability, race, religion, or nationality is prohibited

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Who Can Reserve Event Space?

The Terry Executive Education Center is open to both University and private events. Departments and organizations may request reservable spaces via the online reservation form. Compliance with the policies and procedures outlined below is mandatory for all reservations. Departments and organizations are responsible for any damage to facilities and equipment during their event.

For UGA related events someone from the sponsoring department or student organization must be on site during the reservation time, including setup, to assist with the coordination. If it is necessary for TEEC staff to coordinate the event, an administration fee of up to \$100.00 will be assessed.

Failure to comply with the Terry Executive Education Center [conduct policy](#), University of Georgia policies, or federal, state and local laws may result in the cancellation of future reservations and/or restriction from the use of Terry Executive Education Center facilities. Discrimination in the use of these facilities regarding disability, race, religion, or nationality is prohibited.

What Types of Events Can Be Held in the TEEC?

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|------------------------------|------------------------|
| Academic Classes / Tests | Meetings |
| Banquets | Performances |
| Campus Visits | Programs |
| Ceremonies | Receptions |
| Competitions / Tournaments | Rehearsals |
| Conferences | Retreats |
| Exhibitions / Fairs | Social Events |
| Film / Movies | Student Study Sessions |
| Fraternity / Sorority events | Tabling Events |
| Graduation Ceremonies | Trainings |
| Interviews | Workshops |
| Lectures / Speakers | |

UGA Events: events arranged by a registered student organization or UGA department. Reservations must be requested by members of the student organization or University faculty/staff. Attendance is limited to students or University personnel. Charged a discounted UGA Affiliated departmental rate.

UGA-Related Events: events arranged by a registered student organization or UGA department. Attendance is not limited to university personnel or students. Charged a discounted UGA-related rate.

Private Events: The Terry Executive Education Center is for private educational based events. Charged public day rates.

What Spaces Are Available to Reserve? What Are The Charges for Using Event Space?

Classrooms

Location: 1st floor, 2nd floor, and 3rd floor; rms 119, 122, 202, 355, 365

Capacity Limits:

Classroom 119 = 52

Classroom 122 = 60

Classroom 202 = 55

Classroom 355 = 60

Classroom 365 = 60

Welcome to our collegiate classrooms, where academic excellence and intellectual curiosity intersect to shape the minds of tomorrow's leaders. Designed to foster a dynamic learning environment, our classrooms provide the ideal setting for in-depth exploration, critical discourse, and collaborative discovery.

Equipped with cutting-edge technology, ergonomic seating, and versatile layouts, our classrooms are tailored to accommodate diverse learning styles and facilitate interactive engagement. From traditional lecture formats to interactive group discussions and hands-on demonstrations, our spaces are adaptable to meet the evolving needs of students and educators alike.

Beyond academics, our college classrooms serve as vibrant hubs of intellectual exchange, where students from diverse backgrounds come together to share ideas, challenge assumptions, and broaden their horizons. Through collaborative projects, research initiatives, and extracurricular activities, our classrooms become incubators for innovation and community building.

Join us in our collegiate classrooms, where every lecture is a journey of discovery, every discussion is an opportunity for growth, and every student is empowered to realize their full potential on the path to success.

Team Rooms

Location: 1st, 2nd, and 3rd Floors

Capacity Limit: 6–12 per room; room sizes and capacity limits per room vary.

Step into our tranquil study rooms, where focus and productivity converge in a serene environment designed for academic excellence. Tailored to meet the needs of scholars, researchers, and students alike, our team rooms offer a haven for intellectual exploration and scholarly pursuits.

With ample natural light, comfortable seating, and minimalistic decor, our team rooms provide the ideal setting for concentrated study sessions, research endeavors, and collaborative academic endeavors. Equipped with modern amenities such as high-speed internet access and dedicated study resources, every aspect is meticulously curated to support and enhance the learning experience.

Whether you're preparing for exams, conducting research projects, or engaging in group study sessions, our team rooms offer a quiet retreat where distractions are minimized, and concentration is maximized.

Hopkins Boardroom

Location: 3rd Floor, rm 318

Capacity Limit: 30

Welcome to our distinguished boardroom, where strategic decisions are made amidst an atmosphere of refinement and professionalism. Designed to inspire confidence and facilitate collaboration, our boardroom embodies the epitome of corporate excellence. Boasting sleek furnishings, advanced audiovisual technology, and impeccable attention to detail, this space is tailored to accommodate executive meetings, high-level presentations, and critical discussions with utmost sophistication.

With a focus on comfort and functionality, our boardroom provides a conducive environment for brainstorming sessions, strategic planning, and decision-making processes. From its expansive conference table to its ergonomic seating arrangements, every element is meticulously curated to enhance productivity and engagement.

Equipped with state-of-the-art multimedia capabilities and seamless connectivity options, our boardroom ensures seamless communication and presentation delivery, empowering your team to convey ideas with clarity and precision. Whether hosting internal strategy sessions or welcoming esteemed partners and stakeholders, our boardroom sets the stage for success, where every interaction is guided by professionalism and integrity.

Elevate your corporate gatherings to new heights in our distinguished boardroom, where innovation meets tradition, and every meeting is an opportunity to inspire excellence.

Truist Lounge

Location: 3rd Floor, rm 361

Capacity Limit: 56; increase to 75 with addition of the attached conference rooms 361A and 361B

Step into our inviting lounge space, where comfort meets sophistication in a harmonious blend.

Designed as a sanctuary for relaxation and collaboration, our lounge exudes an atmosphere of elegance and ease. Sink into plush seating amidst stylish décor and ambient lighting, creating an ambiance conducive to both informal gatherings and focused work sessions. Whether you seek a moment of respite during a busy day or a casual meeting spot to connect with colleagues or clients, our lounge provides the perfect retreat. Equipped with modern amenities it offers a versatile environment suitable for networking events, social gatherings, or simply unwinding after a productive day.

Experience a seamless blend of luxury and functionality in our meticulously curated lounge space, where every detail is crafted to elevate your comfort and enhance your experience.

Terry Executive Hall

Location: 2nd Floor, rm 207

Capacity Limit: 130; increased to 185 with the addition of Executive Classroom 202 used as an overflow location.

Welcome to Terry Executive Hall, a distinguished academic event space designed to foster learning, collaboration, and innovation. This space offers a premier setting for academic conferences, seminars, workshops, and lectures.

With a capacity to accommodate up to 130 attendees, Terry Executive Hall combines elegance with functionality to provide an ideal environment for scholarly pursuits. Equipped with state-of-the-art audiovisual technology, flexible seating arrangements, and modern amenities, our space is perfectly suited for presentations, panel discussions, and interactive sessions.

Nestled within the heart of Buckhead, Terry Executive Hall serves as a beacon of academic excellence, drawing together thought leaders, researchers, and educators from across disciplines.

Whether you're organizing a symposium, hosting a guest lecture, or convening a research colloquium, Terry Executive Hall offers the perfect venue to inspire dialogue, spark creativity, and advance knowledge in your field.

What Other Charges Can Apply To My Event?

Room Reset Fee – Furniture that has been rearranged and not put back into the original room layout may be subject to a room reset fee. \$100.00

Administrative Fee – Event host must be onsite for any deliveries such as catering, furniture, equipment, etc. If you cannot be there for a delivery and you need us to step in to guild setup for the event an administrative fee, up to \$100.00, will be added. This fee can be applied to other miscellaneous services requested by the event.

Late Cancellation fee – Cancellations must be made at least 3 business days before the date of your event. If not, you will be subject to the late cancellation charge, which is half of the reservation fee.

Day of Cancellation – Cancellations made within 24 hours of the start time of the event will be subject to the full cost of reservation fee.

Cleaning – Facilities will assess the event space after the event has taken place. If the space requires in-depth cleaning before returning to standard use, facilities will clean the space and the group/department will be charged a cleaning fee of \$35.00 per hour to clean the space.

In-depth cleaning would be required in the following cases (please be aware that this is not an all-encompassing list):

- Spills / Stains on the carpet
- Glitter, paint, or other substances that are difficult to clean.
- If the event attendees leave behind a significant amount of debris, spills, or litter that requires more extensive cleaning than usual. This could include food and beverage spills, confetti, or decorations that need to be removed.

Damages – Any damage caused by the event to property of the university or the One Live Oaks property, will be charged for the replacement or repair cost of that property.

***Use of anything that could damage or deface the facility is prohibited, including, but not limited to, open flame, painting, taping, stapling, gluing, nailing, glitter, and stickers. Failure to comply with this policy will result in the department, sponsoring organization or individual paying for the repairs and/or clean up fees.*

How Can I Pay Event Space Invoices?

- **Speedtype**
- **Chart String**
- **Card**
 - *If you would like to pay for your reservation via card, please email the Terry Business Office at TBOTeam1@uga.edu.*
- **Check**
 - *Checks should be made payable to the University of Georgia*
 - *Mail checks to:*
 - *University of Georgia*
PO Box 936498
Atlanta, GA 31193-6498

When Can I Schedule Events in the Terry Executive Education Center? How Far in Advance Can I Place a Request?

Event spaces must be reserved at least ten business days prior to the event and may be reserved no more than 1 year in advance of the event. Events that require early openings or late closings must be made at least ten business days prior to the reservation to ensure proper building staffing. Exceptions to this priority schedule will be reviewed on a case-by-case basis. These exceptions must be requested in writing to Kasie Fable (kasiefable@uga.edu).

Reservation requests should be made by submitting the [online request form](#). Reservation confirmations will be returned by e-mail as well. Cancellations must be made 3 full business days in advance of the event to avoid paying a late cancellation fee. Cancellations received within 24 hours of the start time of the event will be subject to paying the full amount of the reservation cost.

All A/V and room layout request and materials must be submitted at least 5 business days prior to the date of your reservation.

How Do I Request Use of the Building Outside of Normal Operating Hours, on Holidays, or When the Building Is Closed?

Requests to use the building outside of [normal operating hours](#) will require TEEC personnel to be on duty and must be made at least 10 business days prior to the event. TEEC facilities and IT staff will be required to be on duty for early openings and late closings outside of normal operating hours at \$55 per hour. Cancellation of this request must be made by calling 706-240-0236 at least 3 full business days in advance of the event to avoid paying these charges.

TEEC administrators reserve the right to close the building and cancel all activities if necessary due to emergency situations and/or inclement weather. If UGA makes the decision to close due to inclement weather, the TEEC will also close. When a decision has to be made outside of normal business hours

and/or class time to close the TEEC, TEEC administrators will announce their decision via the Terry Listserv. Private events will be contacted directly in the event of a closure.

What Food, Catering, or Decorations are Permitted and Available?

Food is allowed in the event and classroom spaces. Use of tobacco products is prohibited. Due to the academic nature of the building, alcohol is prohibited without prior approval. To request approval to serve alcohol at an event, contacting Kasie Fable (kasiefable@uga.edu).

We welcome the use of any preferred catering service without restrictions. Please inform TEEC facilities management of the caterer being used and the appropriate point-of-contact for their service in order to ensure building security is informed of the vendor presence and for use of the loading dock. Caterers should be aware that while the TEEC is equipped with kitchenettes the facility does not have appliances for onsite meal preparation; food should be prepared off-site and ready to serve. TEEC staff can assist caterers in finding a staging area near the event space for carts, trays, and additional food if needed. The TEEC is not responsible for any ticket and/or towing charges that could occur if security is not informed. The One Live Oak security desk can be contacted directly at 404-989-9136.

What Furniture and Equipment is Available? TEEC Resources

The TEEC is able to provide a variety of different resources for events held in our spaces. Requests for these resources must be made at least 5 business days prior to the date of your event. The following is the list of resources and their quantity that the TEEC can provide.

11 x 17 Sign Holders (2) – Black, 4-foot, can hold 11' x 17' signage

8.5 x 11 Sign Holders (2) – Black, 4-foot, can hold 8.5' x 11' signage

Catering Tables (5) – Black, six-foot long, folding tables

Drink Station Access (unlimited) – Coca-Cola drink fountain, Coffee and Tea beverage station, Large Coffee Urns

Easel Sign Holders (10) – Black/silver, five-foot tall, used to hold signage or posters

Event Chairs (130) – Black, non-foldable chairs

High-Boy Chairs (5) – Red seating / black frame

Microphone Stand (3) – Black, Adjustable height

Parking Validations (unlimited) – parking validations for the attached parking deck

Rectangular Event Tables (30) – White Top / black frame, 4-foot, folding tables

Rectangular Table Linens (10) – Black

Round Event Tables (22) – Wood Laminate top/black frame, 54 in wide, folding tables

RoundTable Linens (30) – Black

Tabletop Microphone Stand (5) – Black, Adjustable height

Handheld Microphones (6) – Wireless handheld microphones, *limits per room*

Presentation, Audio Visual Equipment: The classroom and event spaces in the Terry Executive Educations Center come equipped with audio/visual technology. Each classroom is equipped with 2 microphones, a confidence monitor, computer, projector, and zoom camera. Terry Executive Hall is equipped with a podium microphone, 6 handheld microphones, a confidence monitor, zoom camera, and Audio-Visual recording equipment. Please let us know the number and type of mics you will be requesting, as well as if you require music, video, presentation support, or other AV materials. Please make your requests at least 5 business days prior to the event date. We will be unable to honor any changes inside of the 5-day window.

Furniture: Furniture in the event spaces may be rearranged as needed within reason. Failure to return a room as it was found may result in a reset fee. This fee will be assessed depending on the number of people and the time it takes to reset the space.

- To arrange for furniture to be rearranged before and after events please contact TEEC facilities management at teecfacilities@uga.edu at least 3 business day prior to the date of your reservation. Doing so will prevent any Room Reset fees.