



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of the President

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MEMORANDUM

TO: ABAC Faculty and Staff

FROM: David C. Bridges, President *David C Bridges*

SUBJECT: Guidelines for the use of Tift Hall

DATE: February 8, 2016

COPY: Vice Presidents
Pam Leonard, EA
Lindsey Roberts, OMC

You are well aware that five years and a great deal of financial resources were required to restore and reopen ABAC's historic front of campus. The investment has been well worth the effort. We regularly hear compliments about how this project greatly improved curb appeal. However, the benefit to the College is far more important than curb appeal. The College has its front door back. Prospective students and their families arrive via the front door to visit ABAC. Alumni return to campus and are encouraged to reconnect with the campus that they knew as students. And, maybe most importantly, the front of campus - Tift, Lewis and Herring Halls, and the front lawn are once again used by students.

Tift Hall is a high value, impression space. It is the "front door" to campus. Therefore, its appearance is of the utmost importance. Maintaining its floors, finishes, and furnishings come at a significant cost to the College. Responsible stewardship demands that the College make judicious use of its physical and fiscal resources and protect these precious spaces from excessive and unnecessary wear and tear.

I want to stress that Tift Hall is public space. Please feel free to visit the building and utilize the resources housed there, like the ABAC History Room, the George T. Smith Parlor, and the President's Gallery on the second floor. Encourage students and visitors to do so as well.

However, Tift Hall is not a conference facility. Effective immediately the following guidelines will be applied to the use of Tift Hall. These guidelines will be included in the forthcoming guidelines for use of ABAC facilities.

I appreciate your assistance in being good stewards of this precious resource.

Guidelines for Use of Tift Hall

1. Scheduling
 - a. Requests for use of Tift Hall shall be routed through the supervising vice president using the form available from the website. Requests should be made no less than one month in advance of the proposed event to allow for approval and scheduling.
 - b. Approval will reside with the President upon the recommendation of the Cabinet.
2. Food Service
 - a. Will be allowed only when essential to the event. It is not a dining or catering center.
 - b. All food services must be catered by SODEXO.
 - c. Self-service food events will not be approved.
3. Staffing requirements
 - a. The event must be attended by
 - i. An ABAC Police officer if the event is not during normal business hours, **and**
 - ii. The President or one of his staff members, **or**
 - iii. The vice president that is hosting the event.
4. Appropriate uses (examples)
 - a. Events hosted by the President or vice presidents that are not more appropriately hosted at other locations.
 - b. Press conferences and media events.
 - c. Donor recognitions.
 - d. Events necessarily tied to the ABAC History Room, the George T. Smith Parlor, or the President's Gallery.
 - e. Receptions for dignitaries.
5. Inappropriate uses (examples)
 - a. Regularly-scheduled events.
 - b. Events that can be equally-well accommodated at other locations on campus or at the Georgia Museum of Agriculture and Historic Village.
 - c. Events that will create unnecessary disruption of normal business.
 - d. Events that would:
 - i. Jeopardize the security of the building or
 - ii. Cause excessive wear and tear to the building, its fixtures, and/or finishes.
 - e. Private receptions and parties.