



Rental and Capacity Information

Location	Square Feet	Set-Up Capacity – Number of People				
		Banquet Style (72" Rounds)	Classroom Style (30" wide tables in rows with chairs on one side)	Cafeteria Style (30" wide tables in rows with chairs on both sides)	Theater Style (Rows of only chairs)	Reception Style (Standing Only)
Oak Room	4450	208	144	266	450	500
Natural Resources Atrium	3441	-	-	-	-	225
Magnolia Boardroom	664	20 with side seating for 4	-	-	-	-
Auditorium	2041	-	-	-	268	-
Occupational Studies River Room – Full	2464	132	96	180	280	375
Occupational Studies River Room – One Section	819	36	24	60	98	135
Occupational Studies River Room – Two Sections	1633	78	56	140	196	270
Occupational Studies Ogeechee Boardroom	490	14 with side seating for 10	-	-	-	-
Kennedy Boardroom	531	12 with side seating for 6	-	-	-	-
Kennedy Lobby	2583	-	-	-	-	175
Demo Hall	1550	-	-	-	65	-
Classrooms	750	-	30	-	-	-
Computer Labs	830	-	30	-	-	-

OGEECHEE TECHNICAL COLLEGE CLOSSES AT 12 AM. ALL EVENTS MUST BE FINISHED BY THIS TIME.

All events are required to sign a Rental Agreement. Social events require a \$650 non-refundable deposit to be submitted with signed rental agreement. A security deposit and remaining rental fee are due 30 days prior to the event date. The security deposit is fully refundable provided that the facilities are returned to the pre-event condition and no damages incurred.

Capacities listed are “comfortable” and do not include stage, food tables, additional equipment, or displays. Seating will be reduced with usage of these services. Banquet rounds can accommodate eight people.

Weekday rental services are available 8 a.m. to 9 p.m., Monday through Thursday. Full-day rates are for 8 hours and half-day is 4 hours. Weekend rentals are from Friday morning until Sunday night. An hourly rate can be added to extend the rental time if needed.

Rental rates cover use of the reserved space, set-up and tear-down of Ogeechee Technical College owned furniture and equipment, custodial services, a police officer, and event manager. All rooms are equipped with computer, LCD projector, screen, internet access and Wi-Fi. Information Technology Support will be available at the start of each function to assist with set-up of audio/visual equipment. A technician is available for the duration of the event for a \$25 hourly fee.

Government and non-profit entities will receive a 20% discount for rentals on Monday through Thursday. Discounts do not apply to Friday, Saturday, and Sunday rentals.

All event rental time must include caterer and decorating set-up and clean-up time. Any event extending past the allotted time will be charged the additional hourly rate.

Please refer to the Ogeechee Technical College Rental Guide and Fee Schedules for complete terms and pricing.