

## **WGTC 7.3**

### **Conference Centers**

#### **Purpose**

To provide guidelines for conference center usage for internal and external customers in a manner that will parallel the college's organizational mission.

#### **Applicability**

All West Georgia Technical College employees, service area communities, civic groups which promote the interests of the College, education, business, industry, health and economic development organizations are encouraged to use the conference centers at Waco and LaGrange.

#### **Policy**

To encourage organizations and groups to use the conference centers while maintaining a fiscally sound policy for their use.

Procedures for use and the following items can be found in the WGTC Economic Development Division Operations Manual.

- Facilities Use
- Hours
- Pricing
- Catering requirements
- Special Considerations

Reference: [WGTC Economic Development Operations Manual](#)  
[WGTC Economic Development Operations Manual](#)

Policy Source: West Georgia Technical College	Policy Manager: Vice President, Economic Development & Community Relations	Effective: 3/2009
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