Georgetown University  
Offices of Summer and Conference Housing and Campus Activity Facilities  

Summer Conference Agreement  

Budget Number  
Conference Title: Conference Title  
Conference Dates: Conference Dates Between May 31 to August 1, 2009  

This Agreement is entered into this XXth day of XXXX, 200X between the Summer and Conference Housing and Campus Activity Facilities, of Georgetown University (“the University” or “Summer and Conference Housing” or “Campus Activity Facilities”) and XXXX (“Client”).  

Client desires housing and conference services for itself and approximately XX participants. The Client has been advised of the 2009 rates for housing by viewing the Web Form, Summer and Conference Housing’s website and/or on hold documents received from the Office of Campus Activity Facilities after requesting meeting space.  

The Client agrees to pay a non-refundable Reservation Deposit and Interim Guarantee Payment of $XXX.XX, together based on these rates for sleeping rooms and requested meeting space. If a request for meeting room space has not been submitted from a returning Client, the deposit is based the number of meeting rooms used in 2008.  

The Reservation Deposit is required to be returned along with the signed Summer Conference Agreement 30 days from the issue date noted in the first paragraph to ensure a reservation. The Reservation Deposit is applied towards total charges and will be reflected on the Statement. The Statement will be sent to the Client in time to review and pay the Interim Guarantee Payment. See Section D. Schedule of Payments.  

Client understands and agrees that requested changes subsequent to receiving the Occupancy Agreement do not preclude the payment of the Reservation Deposit by the date established in the Agreement.  

Changes to the language in the Conference Agreement are discouraged and should not be written on the agreement. Request for language changes should be submitted in writing along with the signed Conference Agreement. The Office of University Counsel will review all requests and if the language is acceptable, a University representative will prepare and sign an addendum to return with a copy of the Conference Agreement signed by both parties to the Conference Sponsor. Requests to change language should not hold up the payment of the Reservation Deposit. A confirmed reservation request will remain tentative and the reservation will be considered cancelled if the Reservation Deposit is not received by the due date.  

The Client agrees that the Conference Requirements and Safety Information provided on the Web Form has been read and is understood.  

The parties agree as follows:
A. GENERAL CONDITIONS

1. This written Agreement represents the entire Agreement between the University and Client and may only be amended by mutual Agreement of the parties, in writing. The University will not be bound by oral explanations, estimates or instructions given at any time. Requests made for services not covered by this Agreement must be made in writing to the Offices of Summer and Conference Housing or Campus Activity Facilities. An agent of either the Offices of Summer and Conference Housing or Campus Activity Facilities will approve such requests in writing and may, at that time, provide client with an estimate of the cost of such services. The University is not bound by such estimates and Client agrees to pay the actual cost of the requested services provided by the University or its agents.

2. Client shall not use the name of Georgetown University or of any Georgetown staff member, employee, or student in any mailings, brochures, programs, advertising, promotional or sales literature, or any publicity without prior written approval of the University. In order to gain such approval, Client agrees to provide the Coordinator representing the Office of Summer and Conference Housing with an advance copy of any such proposed materials. Any mailings brochures, programs, advertising, promotional or sales literature, or any other publicity distributed by the client that advertises a nightly room rate will provide the actual room rate plus applicable taxes. Any additional administrative or other fees charged by the client to its participants will be listed separately from the nightly housing rate. Client agrees to provide Georgetown University’s Conference Coordinator with an advance copy of any such materials.

3. It is expressly understood and agreed that this Agreement shall not operate or be construed to create the relationship of landlord and tenant between the University and the Client or between the University and the conference participants under any circumstances whatsoever.

4. It is expressly understood and agreed that smoking is prohibited in all public areas of the University, including all areas of the Leavey Center. Smoking is prohibited in University residences as well. Client has been provided with a copy of the University’s smoking policy and agrees, on behalf of itself and its conference participants, to comply with this policy.

5. All charges established by this Agreement are inclusive of the District of Columbia sales tax or any other taxes. Client agrees to pay charges for such taxes where applicable. See section C: Costs.

B. SERVICES TO BE PROVIDED

HOUSING:

1. The University agrees to provide the client, and the Client agrees to pay the University for the housing and sundry services to be provided during the Conference Dates entered on page one in this Agreement and the number of participants and other sundry items provided by the guarantee date.

CHECK-IN/CHECK-OUT:

1. Check-in may occur between 4:00 pm and 9:00 pm in the Residence Hall Office located in the assigned residence hall or apartment complex, unless indicated otherwise by the Office of Summer Housing.

Authorized Representative: _____________________________________________________________
and Conference Housing. Exceptions to the check-in time must be approved in writing by the Office of Summer and Conference Housing.

2. All conference participants must vacate and check out of their rooms by 10:00 am on the scheduled day of departure. Client agrees to pay charges for an additional night’s stay for each guest not checked out by the scheduled time. Exceptions to the check-out time must be approved in writing by the Office of Summer and Conference Housing.

3. The University reserves the right to change the assignments of residence halls, rooms, apartment complexes and apartments. A request by Client for any additional rooms/apartments over and above the number established by this Agreement must be made in writing to the University. The University may approve such a request if appropriate rooms/apartments are available. Client agrees to pay the room rate established by the University for any such additional rooms/apartments.

**KEY DEPOSIT AND CONFERENCE VISITOR CARDS (CVCs):**

1. Entry to rooms in the residence hall and apartments in controlled by keys or core keys. Entry to the residence halls and some apartment complexes is controlled by access card.

2. Client is responsible for all keys and/or cards issued to conference participants. Client agrees to pay a ten dollar ($10.00) key deposit for each key and key card to be issued, based on the guaranteed number of conference participants, not to exceed one thousand dollars ($1,000.00). The total amount of the key deposit will be based on the guarantee number of participants provided by the Guarantee established by Page 1 of this Agreement or, for groups larger than one hundred (100), the thousand dollar ($1,000.00) maximum. The amount of this key deposit is included in the Interim Guarantee Invoice under this Agreement and must be paid no later than the guarantee date established under this Agreement in Section D, Item 1b. For each key not returned during the designated check-out time for conference participants, the University will deduct fifty dollars ($50.00) for each lock change from the total key deposit. Returning the key by mail at the conclusion of the conference does not preclude the fifty dollar lock change fee. If the amount remaining in the Client’s key deposit is insufficient to cover the charges for lock changes, Client agrees to pay the additional charges. A credit for the remainder of the deposit, if any, will be applied to the final invoice sent to the Client.

3. The Client is responsible for all CVCs issued to participants. Client agrees to pay thirty dollars ($30.00) for each CVC not returned to the Residence Hall Office at the designated check-out time. Charges for CVCs not returned will be deducted from the Client’s Key Deposit. If the amount remaining in Client’s key deposit is insufficient to cover the charges for access cards not returned, Client agrees to pay the additional charges.

4. Keys and conference visitor cards should be returned by each individual not in a group.

**MEETING SPACES:**

1. The University agrees to provide the client, and the Client agrees to pay the University for the meeting facilities and sundry equipment to be provided during the Conference Dates entered on page one in this Agreement.

Authorized Representative:______________________________________________________________
2. The Office of Campus Activity Facilities requires Client to provide information about any speakers
Client anticipates inviting as well as any prominent attendees for events. The following questions
must be answered within two weeks after Client has received the printed ON HOLD information
from the Office of Campus Activity Facilities:

a. Do you anticipate inviting any speakers to this event? If so, who are you considering?
b. Who will be in audience of the event? Will any prominent figures attend this event? If so, who?
c. Is the event open to the press?

The Office of Campus Activity Facilities will not confirm any space until requested information is
received from the Client.

3. It is expressly agreed and understood that access to and use of these facilities must conform to the
facility use policies attached to and incorporated into this agreement. If Client requests, or is
assigned facilities for which no facility use policy is attached, the University agrees to provide client
with a copy of such use policy and Client agrees to abide by this policy. The University reserves the
right to change the assignment of facilities described in this section.

SECURITY:

1. It is expressly agreed and understood that the University’s Department of Public Safety is
responsible for providing security for all events held on the Georgetown campus. Client agrees that
the Department of Public Safety, in its sole discretion, will determine the extent of security to be
provided for any such event. Client agrees to pay for all costs associated with such security. If
Client cancels or changes the nature of an event, it must provide notice of that cancellation or change
to the Coordinator for the Office of Campus Activity Facilities at least four (4) business days in
advance of the changed event. If Client fails to do so, it agrees to pay for all security costs for the
event as it was originally scheduled and any additional security costs which may result from the
changed nature of the event.

CONFERENCE REQUIREMENTS AND AGENDA:

1. To assure proper service to the Client, Client agrees to provide the Coordinator for the Office of
Campus Activity Facilities with a written tentative agenda and a list of conference requests, i.e., the
number and type of academic (classrooms) and multipurpose rooms requested, and set-up
requests, etc., no later than the Facilities Guarantee Date listed in Appendix B of this Agreement, 30
days prior to the conference’s scheduled start date.

2. An agenda, and listing of conference requirements must be provided in writing to the Office of
Campus Activity Facilities no later than the guarantee date, which is fourteen (14) days prior to the
conference’s scheduled start date. If Client fails to provide the requested information by either of
those dates, the University cannot guarantee that all of Client’s requirements will be met.

3. A final participant list must be provided in writing to the Office of Summer and Conference
Housing’s Conference Coordinator no later than the guarantee date which is fourteen (14) days prior
to the conference’s scheduled arrival date as outlined in paragraph 1 on page 1 of this Agreement. If
the Client fails to provide the required participant list by the guarantee date, an additional charge of

Authorized Representative:______________________________________________________________
$1.00 per person per day will be assessed. If the Client fails to provide the final participant list by the guarantee date, the University cannot guarantee that all of Client’s requirements will be met.

C. COSTS

**TOTAL COST:**

1. It is expressly understood and agreed that the total cost estimated in the Statement is a guaranteed minimum amount which must be paid to the University on the guarantee date established under this Agreement in Section D. Where actual costs/services exceed the guaranteed minimum amount, the Client agrees to be responsible for payment of the additional amount as billed to it by the University.

**SALES AND USE AND OCCUPANCY TAX:**

1. Cost for housing is the nightly rental rate plus the combined sales & use and occupancy tax of 14.5%. Cost for the following items and services is the rate plus sales and use tax of 5.75%: equipment rental, linen service, telephone installation, service, and long distance, and sundry items. Cost for food services is the rate plus food tax of 10%. Cost for parking is the rate plus parking tax of 12%. If the organization meets any of the following criteria, then it is exempt from the above mentioned taxes:

   a. The individuals are students at Georgetown University. This means that the individual is currently taking a course being offered for which s/he is given credit.
   b. The individual or group has a DC Sales Tax Exemption Certificate. The date on the certificate must cover the rental period. A copy of the certificate must be returned with the signed copy of the Summer Conference Agreement.
   c. The individual or group has a DC Reseller’s Certificate. The date on the certificate must cover the rental period. A copy of the certificate must be returned with the signed copy of the Summer Conference Agreement.
   d. The individual or groups represents the Federal or District of Columbia government. A copy of the purchase order must be returned with the signed copy of the Summer Conference Agreement.
   e. If the period of stay exceeds ninety (90) consecutive days, the group is exempt from combined sales and use and occupancy tax on housing charges only.

Omission of documentation of proof of exemption will result in the charge of the combined sales and use and occupancy tax on housing and sales and use tax on food, or parking tax on other applicable services.

D. SCHEDULE OF PAYMENTS

**DEPOSIT AND PAYMENTS FOR EXTERNAL CONFERENCES:**

For Summer and Conference Housing and Campus Activity Facilities:

   a. A non-refundable Reservation Deposit is required and due with the signed agreement.
   b. A non-refundable Interim Guarantee Payment which is 50% of the remaining total cost of the conference services requested, is due 45 days prior to the arrival date. A Statement will be sent by the Office of Summer and Conference Housing to reflect the remaining total cost.
c. For any additions made after the original agreement is signed, an additional deposit of 20% of additional services each is due with the signed addendum prepared by Offices of Summer and Conference Housing or Campus Activity Facilities.

d. The remaining total cost of the conference services requested **must be received** by the Offices of Summer and Conference Housing and Campus Activity Facilities by the Guarantee Date (14 days prior to the arrival date) listed in the Conference Agreement. **Without full payment, guests will not be permitted to check in and no services will be provided.**

Unless the University cancels Client’s conference as provided in Section E of this Agreement, Client understands that it will receive a refund of one-half of its deposit if Client cancels its conference up to nine months prior to the participants scheduled arrival date established by paragraph 1 on the first page. If Client cancels the conference after that date, it agrees that it will forfeit its entire deposit. In the event Client does hold its conference, but does not fill all the guest rooms/apartments on which it has made a deposit, Client understands and agrees that it will forfeit the entire deposit made on those rooms/apartments.

The rooming list is not considered the written guarantee. Without a written guarantee, the original number of participants and services listed in this Agreement will be the guarantee, if the amount of participants who check-in to a room/apartment or services decrease. Client understands and agrees that no conference participant will be admitted to a room or service provided unless this payment has been made in full.

After the conclusion of the conference, a written, itemized invoice reflecting all charges and payments up to that date will be sent to the Client. Client agrees to pay any balance due within thirty (30) days of the date of the invoice; interest at an annual rate of eighteen percent (18%) will be charged on any balance remaining after this thirty (30) day period. Client must report any alleged claim of error in the invoice to the Offices of Summer and Conference Housing or Campus Activity Facilities as applicable within fifteen (15) days of the invoice. Any additional charges received by the Offices of Summer and Conference Housing or Campus Activity Facilities will be reflected in additional invoices and the Client agrees to pay any balance due within thirty (30) days of the date of the invoice; interest at an annual rate of eighteen percent (18%) will be charged on any balance remaining after this thirty (30) day period. Client must report any alleged claim of error in the invoice in writing to the Offices of Summer and Conference Housing or Campus Activity Facilities as applicable within 15 days of the invoice. A copy of the invoice must be attached to any correspondence regarding charges contested for services rendered.

**E. CANCELLATION BY UNIVERSITY**

The University reserves the right to cancel Client's conference if, in the sole opinion of the University, events make it illegal, impossible, or inadvisable to hold the conference at the University. In the event of such a cancellation, Client will be provided with a full refund of any deposits it has made under Section D of this Agreement. Client expressly agrees to release the University from any liability or claims from damages which result from such a cancellation.

The Reservation Deposit is required to be returned along with the signed Summer Conference Agreement 30 days from the issue date noted in the first paragraph of page one to ensure a reservation.
F. TERMS OF OCCUPANCY

Client is responsible for informing conference participants of the terms of occupancy outlined in this section. Client understands and agrees on behalf of itself and all the conference participants that:

1. The conference participant is responsible for the care and condition of the rooms and apartments covered by this Agreement, including, but not limited to, the walls, floors, carpets, furniture, etc. The rooms or apartments must be left in move-in condition upon departure. Client agrees to pay the cost of repairs for any damages and the cost of any special cleaning needed to return the room or apartment to its move-in condition. The need for and the costs of any such repairs or cleaning is within the sole discretion of the Office of Summer and Conference Housing.

2. The general cleanliness, upkeep and condition of the residence halls and apartments are important to the health and welfare of the Georgetown University community. To this end, Summer and Conference Housing or other authorized University personnel reserve the right to enter a conference participant's room or apartment for administrative, safety, weekly inspections or regulatory purposes. Members of the University staff may enter a conference participant's room or apartment for administrative purposes such as, but not limited to, facility maintenance and repairs including painting, furniture delivery, removal or care of furniture, maintenance and safety inspections, and general housekeeping. After knocking and waiting a reasonable period of time, entry may be made.

3. Summer and Conference Housing is not responsible for the loss of, or damage to, any property of Client or of the conference participants. The University recommends that conference participants carry insurance on their belongings.

4. The University does not permit the use of any of its facilities for any commercial purposes whatsoever. Solicitation and gambling are expressly prohibited.

5. All animals, except animals trained to aid those with disabilities, are prohibited in all campus buildings.

6. No personal heating, air-conditioning, or cooling apparatus is permitted in rooms or apartments. The only cooking appliances permitted in any room in a residence hall are UL approved coffee pots and hot pots with self-contained heating units and hot air popcorn poppers. Cooking is permitted only in designated areas of the residence halls which are located on the community rooms on all floors of Copley, Darnall, Harbin, McCarthy, Kennedy, Reynolds, New South, Village C and LXR Halls unless the community rooms are reserved for meeting room space. Conference participants may use existing facilities in these locations to prepare food for themselves. Conference participants who are assigned to apartments may provide other small cooking appliances for personal use as long as they are UL approved and have self-contained heating units.

7. All conference participants and their guests must abide by current University policies, District of Columbia laws, and Federal laws including, but not limited to, those dealing with fire safety, intoxicants, narcotics, drugs, alcohol and weapons. Conference participants are responsible for the proper disposal of waste. District of Columbia law requires that all cans, bottles, paper, and newspapers be recycled. District of Columbia law prohibits smoking in all public areas of the University, including all areas of The Leavey Center. Smoking is prohibited in University residences as well.

Authorized Representative: ________________________________
8. Male and female conference participants may be housed on the same floor of a residence hall but will be provided with separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples or occupants of the same sex.

9. Any individuals staying in a residence hall or apartment for one or more nights must be registered and paying guests. Permission and arrangements for guests may be made by contacting the Office of Summer and Conference Housing.

10. The Office of Summer and Conference Housing will use its best efforts to provide staff on duty who can be contacted at any time for assistance or emergencies.

11. This Agreement shall constitute a license and shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. The University may revoke the license based on the terms of this Agreement. Subject to the University's right of revocation, the Client and the conference participants agree that this Agreement shall remain in force for the full term of the occupancy.

12. Summer and Conference Housing reserves the right:
   a. to levy and collect charges for damages to, unauthorized use of, or alterations to rooms, equipment or buildings, and for special cleaning necessitated by improper use of its facilities;
   b. to reassign conference participants to other accommodations on campus after timely notification;
   c. to bar any conference participant from the campus and the residence halls if, in the sole opinion of the Office of Summer and Conference Housing, the individual's conduct is injurious or potentially injurious to the University or the members of the University community;
   d. to retain any payment made by, or on behalf of, any conference participant barred from the campus or residence halls;
   e. to terminate the reservation of any conference or conference participant if, in the sole opinion of Summer and Conference Housing, unforeseen events make it inadvisable, illegal, or impossible to provide the required facilities;
   f. upon timely notification, to add or delete from these policies any clause or clauses whatsoever.

13. All conference participants must comply with the University Code of Conduct.

G. LIABILITY RELEASE AND INDEMNIFICATION

Client agrees that the University, its officers, employees, students, and agents shall not be liable for any claims, demands, damages, injuries, or cause of action arising from use of the University facilities subject to this Agreement. Client does hereby forever release and discharge, indemnify, and hold harmless the University, its employees, officers, students and agents from all such claims, demands, injuries, damages or causes of action. Client assumes responsibility for the safety and well being of persons whom Client includes in its group for summer housing or otherwise brings onto the University’s campus.

Authorized Representative:___________________________________________
H. INSURANCE

Client agrees to abide by the University's insurance requirements as established by the Georgetown University Office of Risk Management. If Client is a group or individual not associated with the University, client agrees to provide evidence of comprehensive general liability insurance in the minimum amounts of $1,000,000 for each person, $1,000,000 for each occurrence, and $50,000 property damage. Such insurance will name as insured both the Client and "the President and Directors of Georgetown University and its agents and employees as their interests may appear." The University reserves the right to require limits above these minimums when, in the sole opinion of the University, such higher limits are justified. Client agrees to provide coverage with a company satisfactory to the University. Client agrees to forward a policy or certificate of insurance to the Office of Summer and Conference Housing Conference Coordinator within 30 days of the Client's signing of this Agreement.

If Client is authorized to use a catering company which is not on file with Georgetown University, the client is required to provide to the Office of Campus Activity Facilities a copy of the catering company's insurance policy. The policy must provide evidence of Comprehensive General Liability Insurance, in the minimum amounts of $1,000,000 for each person, Property Damage Insurance in the minimum amount of $50,000, Workers' Compensation Insurance and Business Automobile insurance.

Coaches sponsoring summer sport camps must check with the Office of Risk Management regarding liability insurance.

I. CONSENT TO EMERGENCY MEDICAL TREATMENT FORMS

Client agrees to complete and sign Appendix B. Client agrees to ensure that the attached Consent to Emergency Medical Treatment Form is completed for all individuals under the age of 18 years old attending the conference or the Client may provide a copy of their form along with this signed agreement. The Client further agrees to have the completed consent forms on file and available for immediate access at all times during the conference. Client shall also designate a “program administrator” who will live on campus, maintain the completed consent forms and serve as a primary emergency contact 24 hours daily via a cell phone during the conference reservation dates. The Client agrees to provide the cell phone # to the Office of Summer and Conference Housing 14 days prior to the scheduled arrival date.

J. GUARANTEE DATE REQUIREMENTS

A. For Summer and Conference Housing and Campus Activity Facilities:
   a. 30 days after the confirmation to hold your conference at Georgetown University:
      
      A listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are due to the Office of Campus Activity Facilities. Please note that requests are processed on a first-come, first-served basis.
   
   b. 90 days prior to the participant’s arrival date:
      
      An agenda is due to the Office of Summer and Conference Housing.
A revised listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are due to the Office of Campus Activity Facilities. Please keep in mind that facilities space is limited. We may be unable to accommodate requests received after this point.

c. **21 days prior to the participant’s arrival date:**

The Office of Summer and Conference Housing will e-mail a spreadsheet to the conference sponsor for use in making room assignments which is designed to pull into our database. The spreadsheet must not be altered and information must be entered accurately. It must indicate genders for making room assignments. Floor plans may be requested to assist the conference sponsor in assigning participants.

**d. 14 days prior to the participant’s arrival date:**

The spreadsheet must be returned completed and e-mailed back to the Conference Coordinator. Additional participants may not be added after the return of the spreadsheet. The spreadsheet must not be submitted later than 14 days prior to the participant’s arrival date in order for the Client to continue to enroll participants.

A written guarantee separately listing the number of participants, number of telephones and number of parking passes needed is **due to the Office of Summer and Conference Housing.** Without a written guarantee, the original number of participants and services listed in this Agreement will be the guarantee, if the amount of participants who check-in to a room/apartment/townhouses or services decrease.

A final listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. as well as bus drop-off/pick-up requests are **due to the Office of Campus Activity Facilities.**

Contact name and cell phone # for the assigned leader staying on campus for the duration of the conference that is the University’s contact for information, problems, medical release forms, etc.

Payment in full is due.

**Check-in will not occur unless a signed agreement along with related documents listed below, the rooming list and payment in full is received.**

- Liability Insurance
- DC Tax Exempt Certificate if applicable.
- Client has a completed and signed Appendix B from this Conference Agreement
COLEY FORMAL LOUNGE USE POLICIES

EXTERNAL (non-Georgetown University) organizations or individuals may rent the facilities, subject to availability, if:

A. the event does not conflict with similar campus activity
B. the event is appropriate to the ambiance of the facility
C. the event is appropriate to the educational mission of Georgetown University
D. the event is not in conflict with Georgetown University standards as a Roman Catholic institution

ALL ADVERTISING must be approved by the Facilities Coordinator prior to publication.

ALL ROYALTIES due on performances not covered by the University’s current Agreements with music licensing houses are the responsibility of the requestor.

CONTROVERSIAL or politically sensitive activities, as determined by Georgetown University, are limited to the University’s sponsorship.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Campus Activity Facilities. Cancellations must be communicated (in writing) to the Office of Campus Activity Facilities not less than 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Campus Activity Facilities as a result of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days notice may result in a service fee.

BEFORE AND AFTER THE EVENT, a representative of the client and the Hall Manager on duty will conduct an inspection of the facility. Any damages not reported to the Hall Manager prior to the event will be charged to the client.

FORMAL LOUNGES are considered within the living space of Georgetown University students and, as such, the activities held in them must observe the following policies:

1. Quiet hours and study days will be observed
2. Events will end at 12 midnight Sunday thru Thursday and at 1:00 a.m. Friday and Saturday
3. Lounge capacities are not to be exceeded

FACILITY SET UP AND EQUIPMENT is handled by the University’s Special Events office as directed by the Facilities Coordinator from information provided on the form. Tables and chairs can be provided for rental and delivery fee. Tablecloths/covers are not provided but it is recommended that the requestor consider obtaining them. A diagram must be attached to the reservation form to depict the desired set-up. For events where food will be served from requested tables, table covers, not tablecloths, should be requested. Prior to the event, groups should inspect equipment provided (tables, chairs, podium, etc.) for damages and report any problems to the Office of Campus Activity Facilities. This will prevent charges for damages which may be for pre-existing conditions.

CATERERS may only set up in the Copley Formal Lounge or in the pantry area. Staging is not permitted in any other location, including the first floor hallway or the back stairwell in Copley. The lift cannot be used to transport equipment.

SECURITY is assigned at the discretion of the Department of Public Safety.

SMOKING is prohibited per District of Columbia law in all indoor spaces.

THE SECURITY OF ANY EQUIPMENT brought into the facility by the requestor is not the responsibility of the University. No equipment may be stored in or around the facility after the event.

PER DC FIRE SAFETY REGULATIONS, the client must ensure that all fire exits are clear and accessible. Prior to each event, the client is required to make an announcement informing the audiences of the emergency exit procedures.

INSURANCE may be required by the Office of Risk Management for individuals and organizations that are being co-sponsored by University departments. If this is the case, the organizations must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000 each person, $1,000,000 each occurrence and $50,000 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be with a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of 72 hours prior to the event.

SOUND AMPLIFICATION should be appropriate to the size of the lounge and its location within a living area.

A DAMAGE DEPOSIT may be required at the discretion of the Office of Campus Activity Facilities for events other than those officially sponsored by Residence Life.

CLEAN UP is the responsibility of the requestor. All loose trash must be bagged and taken to the dumpster. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.

ALCOHOL POLICY Individuals planning events in these facilities should be thoroughly familiar with Georgetown University’s alcohol policies and will be held accountable for implementing and enforcing them throughout the event.

Authorized Representative:______________________________________________________________
RESIDENTIAL BUILDING FACILITY USE POLICIES

ALL ADVERTISING must be approved by the Facilities Coordinator prior to publication.

ALL ROYALTIES due on performances not covered by the University’s current Agreements with music licensing houses are the responsibility of the requestor.

CONTROVERSIAL or politically sensitive activities, as determined by Georgetown University, are limited to the University’s sponsorship.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Campus Activity Facilities. Cancellations must be communicated (in writing) to the Office of Campus Activity Facilities not less than 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Campus Activity Facilities as a result of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days notice may result in a service fee.

BEFORE AND AFTER THE EVENT, a representative of the client and the Hall Manager on duty will conduct an inspection of the facility. Any damages not reported to the Hall Manager prior to the event will be charged to the client.

MULTIPURPOSE/COMMUNITY ROOMS are considered within the living space of Georgetown University students and, as such, the activities held in them must observe the following policies:

1. Quiet hours and study days will be observed
2. Events will end at 12 midnight Sunday thru Thursday and at 1:00 a.m. Friday and Saturday
3. Lounge capacities are not to be exceeded

FACILITY SET UP AND EQUIPMENT is handled by the University’s Special Events office as directed by the Facilities Coordinator from information provided on the form. Tables and chairs can be provided for rental and delivery fee. Tablecloths/covers are not provided but it is recommended that the requestor consider obtaining them. A diagram must be attached to the reservation form to depict the desired set-up. For events where food will be served from requested tables, table covers, not tablecloths, should be requested. Prior to the event, groups should inspect equipment provided (tables, chairs, podium, etc.) for damages and report any problems to the Office of Campus Activity Facilities. This will prevent charges for damages which may be for pre-existing conditions.

SECURITY is assigned at the discretion of the Department of Public Safety.

SMOKING is prohibited per District of Columbia law in all indoor spaces.

THE SECURITY OF ANY EQUIPMENT brought into the facility by the requestor is not the responsibility of the University. No equipment may be stored in or around the facility after the event.

PER DC FIRE SAFETY REGULATIONS, the client must ensure that all fire exits are clear and accessible. Prior to each event, the client is required to make an announcement informing the audiences of the emergency exit procedures.

INSURANCE may be required by the Office of Risk Management for individuals and organizations that are being co-sponsored by University departments. If this is the case, the organizations must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000 each person, $1,000,000 each occurrence and $50,000 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be with a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of 72 hours prior to the event.

SOUND AMPLIFICATION should be appropriate to the size of the lounge and its location within a living area.

A DAMAGE DEPOSIT may be required at the discretion of the Office of Campus Activity Facilities for events other than those officially sponsored by Residence Life.

CLEAN UP is the responsibility of the requestor. All loose trash must be bagged. Equipment is provided as requested on this form. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.

ALCOHOL POLICY Individuals planning events in these facilities should be thoroughly familiar with Georgetown University’s alcohol policies and will be held accountable for implementing and enforcing them throughout the event.

Authorized Representative:______________________________________________________________
GASTON HALL POLICIES

EXTERNAL (non-Georgetown University) organizations or individuals may rent the facilities, subject to availability, if:
1. the event does not conflict with similar campus activity
2. the event is appropriate to the ambiance of the facility
3. the event is appropriate to the educational mission of Georgetown University
4. the event is not in conflict with Georgetown University standards as a Roman Catholic institution

GASTON HALL is located in the Healy Building and is surrounded by administrative and faculty offices. Requestors are asked and encouraged to respect the needs of others in the building.

THE CORRIDOR in the Old North Building immediately behind Gaston Hall, the dressing rooms, hallways and lobby are not to be used as support space or supplemental rehearsal space for Gaston Hall. Due to fire regulations, the door leading to the corridor must remain open during the event.

ALL ADVERTISING must be approved by the Office of Campus Activity Facilities prior to publication.

ALL ROYALTIES due on performances not covered by the University’s current Agreements with music licensing houses are the responsibility of the requestor.

CONTROVERSIAL or politically sensitive activities, as determined by Georgetown University, are limited to the University’s sponsorship.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Campus Activity Facilities. Cancellations must be communicated in writing to the Office of Campus Activity Facilities not less than 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Campus Activity Facilities as a result of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days notice may result in a service fee.

BEFORE AND AFTER THE EVENT a representative of the client and the Hall Manager on duty will conduct an inspection of the facility. Any damages not reported to the Hall Manager prior to the event will be charged to the clients.

SECURITY is assigned at the discretion of the Department of Public Safety.

SET UP OF THE STAGE AND LOBBY is provided by Special Events as directed by the Facilities Coordinator from information provided on this form. Tables and chairs can be provided for rental and delivery fee. Tablecloths/covers are not provided but it is recommended that the requestor consider obtaining them. A diagram must be attached to the reservation form to depict the desired set-up. For events where food will be served from requested tables, table covers, not tablecloths, should be requested. BANNERS identifying the requestor/organization should be hung from the hooks provided at the back of stage. No banners, flags, or advertising material may be hung from the walls or balcony by any means.

SMOKING is prohibited anywhere in the Healy Building, including Gaston Hall, per District of Columbia law and University policies. Strict penalties will be enforced.

THE SECURITY OF ANY EQUIPMENT brought into Gaston Hall by the requestor is not the responsibility of the Office of Campus Activity Facilities. Organizations should not leave equipment in or around the facility overnight or after the event. The requestor assumes sole responsibility for any equipment stored in or around the hall overnight or after the event.

DC FIRE SAFETY REGULATIONS and University policies require the client to ensure that all fire exits are clear and remain accessible. Prior to each event, the client is required to make an announcement informing the audiences of the emergency exit procedures. NOTE: Gaston Hall is NOT appropriate for events which involve fire or water, extensive audience participation or any activity which has a potential for damaging the facility.

NO FOOD, BEVERAGES OR BEVERAGE CONTAINERS are permitted in Gaston Hall. Refreshments and concessions may be sold only during intermissions and may be consumed only in the lobby. Alcohol may not be consumed.

INSURANCE may be required by the Office of Risk Management for individuals and organizations that are being co-sponsored by University departments. If this is the case, the organizations must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000 each person, $1,000,000 each occurrence and $50,000 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be with a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of 72 hours prior to the event.

AN AMPLIFICATION LIMIT of 96db is applied to all sound amplification in Gaston Hall. The Department of Public Safety monitors the sound during concerts to ensure that the 96db limit is not exceeded. If the limit is exceeded, the sound must be immediately turned down. NOTE: Gaston Hall is best suited for acoustical concerts or those with minimal amplification. This will generally include classical, jazz, folk, and some types of ethnic music. Music or instruments with excessive amplification will be approved on a case by case basis by the Office Campus Activity Facilities. Amplifiers or lighting equipment drawing more than 50amps or requiring special electrical services must be approved by Facilities Management. An electrical technician may be required to be on site at the requestor’s expense.

A DAMAGE DEPOSIT may be required at the discretion of the Office of Campus Activity Facilities.

CLEAN UP is the obligation of the requestor. Hall, lobby and nearby areaways must be cleaned of loose debris. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.

Authorized Representative:____________________________________________________________
INTERCULTURAL CENTER POLICIES

CO-Sponsorship: Co-sponsored events in the ICC Facilities must be organized by and participated in by a Georgetown University department or organization. All costs incurred will be charged to the specified University cost center number. It is the responsibility of the department or organization to ensure that University policies and guidelines are followed and that the co-sponsoring department or organization is included in any and all publicity and advertisement. External individuals and organizations may not use the Auditorium or Galleria.

ALL ADVERTISING must be approved by the Office of Campus Activity Facilities prior to publication.

ALL ROYALTIES due on performances not covered by the University’s current Agreements with music licensing houses are the responsibility of the requestor.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Campus Activity Facilities. Cancellations must be communicated (in writing) to the Office of Campus Activity Facilities not less than 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Campus Activity Facilities as a result of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days notice may result in a service fee.

BEFORE AND AFTER THE EVENT a representative of the client and the Hall Manager on duty will conduct an inspection of the facility. Any damages not reported to the Hall Manager prior to the event will be charged to the clients.

SECURITY is assigned at the discretion of the Department of Public Safety.

FACILITY SET UP is provided by Special Events as directed by the Facilities Coordinator from information provided on this form. Tables and chairs can be provided for rental and delivery fee. Tablecloths/covers are not provided but it is recommended that the requestor consider obtaining them. A diagram must be attached to the reservation form to depict the desired set-up. For events where food will be served, table covers, not tablecloths, should be requested.

CATERING for any event is the responsibility of the sponsoring organization. Contact the caterer of your choice directly. No food or drink is allowed in the ICC Auditorium. The sponsor must enforce this regulation. Georgetown University catering and pre-approved caterers must supply the name of their catering supervisor on the front of this form. All other caterers must complete the Regulations for Catering Form and return it to the Facilities Coordinator. If no form or Catering Supervisor is submitted, then no catering will be allowed at the event.

ALCOHOL POLICY Individuals planning events should be thoroughly familiar with Georgetown University’s alcohol policies and will be held accountable for implementing and enforcing them throughout the event.

LICENSE The laws of the District of Columbia as well as the University’s policy regarding the serving of alcoholic beverages must be strictly observed. The University reserves the right to approve or disapprove the dispensing of alcoholic beverages at any function on its grounds or in its facilities. An ABC license is required if alcohol is sold at the event or alcoholic beverages are included in the price of admission of a ticket for an event. Obtaining an ABC license is the sole responsibility of the requestor. An outline of the procedure for obtaining the license is provided by the Center for Student Programs for all student organizations under its auspices. All other organizations/individuals requiring an ABC license may obtain a description of the procedures from the Office of Campus Activity Facilities.

SMOKING is prohibited anywhere in the Intercultural Center per District of Columbia law and University policies. Strict penalties will be enforced.

THE SECURITY OF ANY EQUIPMENT brought into the Auditorium by the requestor is not the responsibility of the Office of Campus Activity Facilities. Organizations should not leave equipment in or around the facility overnight or after the event. The requestor assumes sole responsibility for any equipment stored in or around the hall overnight or after the event.

DC FIRE SAFETY REGULATIONS and University policies require the client to ensure that all fire exits are clear and remain accessible. Prior to each event, the client is required to make an announcement informing the audiences of the emergency exit procedures.

INSURANCE may be required by the Office of Risk Management for individuals and organizations that are being co-sponsored by University departments. If this is the case, the organizations must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000 person, $1,000,000 occurrence and $50,000 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be with a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of 72 hours prior to the event.

A DAMAGE DEPOSIT may be required at the discretion of the Office of Campus Activity Facilities.

CLEAN UP is the obligation of the requestor. All areas must be cleaned of loose debris. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.

ICC HOURS OF OPERATION

<table>
<thead>
<tr>
<th></th>
<th>Regular Academic Calendar</th>
<th>Summer Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>? Monday-Friday</td>
<td>7:30am to Midnight</td>
<td>? Monday-Friday</td>
</tr>
<tr>
<td>? Saturday-Sunday</td>
<td>7:30am to Midnight</td>
<td>? Saturday</td>
</tr>
<tr>
<td>? Sunday</td>
<td>Closed</td>
<td>? Sunday</td>
</tr>
</tbody>
</table>

ICC FACILITIES CAPACITIES

<table>
<thead>
<tr>
<th>Facility</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium</td>
<td>325 seated</td>
</tr>
<tr>
<td>Galleria</td>
<td>400 reception style/200 dinner style</td>
</tr>
</tbody>
</table>

Authorized Representative: ____________________________
**LEAVEY FACILITY POLICIES**

ALL ADVERTISING must be approved by the Office of Campus Activity Facilities prior to publication.

ALL ROYALTIES due on performances not covered by the University’s current Agreements with music licensing houses are the responsibility of the requestor.

CONTROVERSIAL or politically sensitive activities as determined by Georgetown University are limited to the University sponsorship.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Campus Activity Facilities. Cancellations must be communicated (in writing) to the Office of Campus Activity Facilities not less than 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Campus Activity Facilities as a result of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days notice may result in a service fee.

BEFORE AND AFTER THE EVENT a representative of the client and the Hall Manager on duty will conduct an inspection of the facility. Any damages not reported to the Hall Manager prior to the event will be charged to the clients.

FACILITY SET UP can be performed by the requestor or a request may be requested to be performed by the Office of Campus Activity Facilities as indicated by the information provided on the form. The Leavey Program Room and Club Room have tables and chairs that can be used at no fee to client. Equipment required beyond what is available in the rooms, will incur an additional charge. Tablecloths are not provided but it is recommended that the requestor consider obtaining them. A diagram must be attached to the reservation form to depict the desired set-up.

SECURITY is assigned at the discretion of the Department of Public Safety.

SMOKING is prohibited in the Leavey Center per District of Columbia law. Strict penalties will be enforced.

THE SECURITY OF ANY EQUIPMENT brought into the facility by the requestor is not the responsibility of the University. No equipment may be stored in or around the facility after the event.

PER DC FIRE SAFETY REGULATIONS, the client must ensure that all fire exits are clear and accessible. Prior to each event the client is required to make an announcement informing the audiences of the emergency exit procedures.

INSURANCE may be required by the Office of Risk Management for individuals and organizations that are being co-sponsored by the University departments. If this is the case, the organizations must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000 each person, $1,000,000 each occurrence and $50,000 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be with a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of 72 hours prior to the event.

SOUND AMPLIFICATION should be appropriate to the size of the space and its location.

A DAMAGE DEPOSIT may be required at the discretion of the Office of Campus Activity Facilities for events other than those officially sponsored by Residence Life.

CLEAN UP is the responsibility of the requestor. All loose trash must be bagged. Equipment is provided as requested on this form. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.

ALCOHOL POLICY Alcohol may not be served at events held in the Leavey Program Room or the Club Room.
OUTDOOR FACILITY POLICIES

TIMES Organizations and individuals must adhere to the beginning and ending times indicated in the outdoor events policy.

NOTE The area adjacent to the ICC (Red Square) is available without prior reservation to individuals and groups during daylight hours for the purpose of exchanging ideas. Therefore, persons requesting the use of Red Square should be aware that an event scheduled in this space may be disturbed by such activity.

RAIN SITE LOCATIONS must be scheduled and coordinated in advance of the event. Rain site locations will be held as long as no other organization or department requests the use of the space. If another organization or department requests the use of the space, the organization has the option to pay the rental fee to reserve the space or cancel the request for a rain-site. Intent to use a rain site must be specified at least 24 hours prior to scheduled event.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Campus Activity Facilities. Cancellations must be communicated (in writing) to the Office of Campus Activity Facilities not less than 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Campus Activity Facilities as a result of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days notice may result in a service fee.

FACILITY SET UP AND EQUIPMENT is handled by the University’s Special Events office as directed by the Facilities Coordinator from information provided on the form. Tables and chairs can be provided for rental and delivery fee. Tablecloths/covers are not provided but it is recommended that the requestor consider obtaining them. A diagram must be attached to the reservation form to depict the desired set-up. For events where food will be served from requested tables, table covers, not tablecloths, should be requested. Prior to the event, all groups utilizing outdoor spaces should inspect the space and equipment provided (tables, chairs, podium, etc.) for damages and report any problems to the Office of Campus Activity Facilities. This will prevent charges for damages which may be for pre-existing conditions.

SECURITY is assigned at the discretion of the Department of Public Safety.

INSURANCE may be required by the Office of Risk Management for individuals and organizations that are being co-sponsored by University departments. If this is the case, the organization must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000 each person, $1,000,000 each occurrence and $50,000 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be with a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of seventy-two (72) hours prior to the event.

SOUND AMPLIFICATION must be in compliance with the laws of the District of Columbia as well as the University’s policy on outdoor events. The decibel limit is 65 from 9 a.m. until 12 midnight; after midnight, the decibel limit is lowered to 55. Amplified sound is permitted. The Department of Public Safety monitors the sound throughout the event to ensure that the decibel limit is not exceeded. If the limit is exceeded, the sound must be immediately turned down. NOTE: Whenever the Leavey Esplanade is scheduled for an event which involves amplified sound, consideration must be given to the patients in the hospital, guests in the Conference Center and offices in the Leavey Tower.

AMPLIFIERS OR LIGHTING EQUIPMENT drawing more than 20 amps or requiring special electrical service must be approved by Georgetown University’s Electrical Shop. An electric technician may be required to be on site at the discretion of the Electrical Shop at the sponsor’s expense.

A DAMAGE DEPOSIT may be required at the discretion of the Office of Campus Activity Facilities for events other than those officially sponsored by Residence Life.

CLEAN UP is the responsibility of the requestor. All loose trash must be bagged. Equipment is provided as requested on this form. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.

ALCOHOL POLICY Individuals planning outdoor events should be thoroughly familiar with Georgetown University’s alcohol policies and will be held accountable for implementing and enforcing them throughout the event.

LICENSE The laws of the District of Columbia as well as the University’s policy regarding the serving of alcoholic beverages must be strictly observed. The University reserves the right to approve or disapprove the dispensing of alcoholic beverages at any function on its grounds or in its facilities. An ABC license is required if alcohol is sold at the event or alcoholic beverages are included in the price of admission of a ticket for an event. Obtaining an ABC license is the sole responsibility of the requestor. An outline of the procedure for obtaining the license is provided by the Center for Student Programs for all student organizations under it auspices. All other organizations/individuals requiring an ABC license may obtain a description of the procedures from the Office of Campus Activity Facilities.

Authorized Representative:______________________________________________________________
MCSHAIN, LEONARD, CANGIALOSI and Room 131 REYNOLDS FACILITY USE POLICIES

ALL ADVERTISING must be approved by the Facilities Coordinator prior to publication.

ALL ROYALTIES due on performances not covered by the University’s current Agreements with music licensing houses are the responsibility of the requestor.

CONTROVERSIAL or politically sensitive activities, as determined by Georgetown University, are limited to the University’s sponsorship.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of the violation of University policy are not the responsibility of the Office of Campus Activity Facilities or Georgetown University. Cancellations must be communicated in writing to the Office of Campus Activity Facilities at least 4 business days before the scheduled event. The requestor will be charged for all expenses incurred by the Office of Campus Activity Facilities as a result of any cancellations. Most services can be cancelled 4 business days prior to the event. Failure to cancel events with 4 business days notice may also result in a service fee.

BEFORE AND AFTER THE EVENT, a representative of the client and the Hall Manager on duty will conduct an inspection of the facility. Any damages not reported to the Hall Manager prior to the event will be charged to the client.

These facilities are located within the living space of Georgetown University students and, as such, the activities held in them must observe the following policies:

**McShain Lounge Hours of operation:**
1. Quiet hours and study days will be observed
2. Events will end no later than 12:00 a.m. Sunday thru Thursday and no later than 1:00 a.m. Friday and Saturday
3. Clean up will end no later than 1:00 a.m. Sunday thru Thursday and no later than 2:00 a.m. Friday and Saturday
4. Amplified sound will end no later than 12:00 midnight every night.
5. Lounge capacities are not to be exceeded

**Cangialosi, 131, and Leonard Rooms**
1. Quiet hours and study days will be observed
2. Events will end no later than 11:00 p.m. Sunday thru Thursday and no later than 12:00 a.m. Friday and Saturday
3. Clean up will end no later than 12:00 a.m. Sunday thru Thursday and no later than 1:00 a.m. Friday and Saturday
4. Amplified sound will end at 12:00 midnight every night.
5. Capacities are not to be exceeded

**FACILITY SET UP AND EQUIPMENT** is handled by the University’s Special Events office as directed by the Facilities Coordinator from information provided on the client’s request form. Tables and chairs can be provided for rental and delivery fee. Tablecloths/cover are not provided but it is recommended that the requestor consider obtaining them. A diagram must be attached to the reservation form to depict the desired set-up. For events where food will be served from requested tables, table covers, not tablecloths, should be requested. Prior to the event, groups should inspect equipment provided (tables, chairs, podium, etc.) for damages and report any problems to the Office of Campus Activity Facilities. This will prevent charges for damages which may be for pre-existing conditions.

**SECURITY** is assigned at the discretion of the Department of Public Safety.

**SMOKING** is prohibited per District of Columbia law in all indoor spaces.

**THE SECURITY OF ANY EQUIPMENT** brought into the facility by the requestor is not the responsibility of the University. No equipment may be stored in or around the facility after the event.

**PER DC FIRE SAFETY REGULATIONS,** the client must ensure that all fire exits are clear and accessible. Prior to each event, the client is required to make an announcement informing the audiences of the emergency exit procedures.

**INSURANCE** may be required by the Office of Risk Management for individuals and organizations that are being co-sponsored by University departments. If this is the case, the organizations must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000 each person, $1,000,000 each occurrence and $50,000 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be with a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of 72 hours prior to the event.

**SOUND AMPLIFICATION** should be appropriate to the size of the lounge and its location within a living area. Amplified sound will end no later than 12 midnight each night during the week.

**A DAMAGE DEPOSIT** may be required at the discretion of the Office of Campus Activity Facilities for events other than those officially sponsored by Residence Life.

**CLEAN UP** is the responsibility of the requestor. All loose trash must be bagged. Equipment is provided as requested on this form. A charge to cover all the labor costs to restore the area will be assessed if this obligation is not met.

**ALCOHOL POLICY** Alcoholic beverages may not be served at events held in the Cangialosi Room, Leonard Room, McShain Lounges, or Room 131.

Leonard room (133 Reynolds) is equipped with 30 chairs, 6-8 foot rectangular tables and 4-5 foot rectangular tables that are set up in an open conference square. The capacity is 33 people in an open conference square.

Room 131 Reynolds is equipped with 17 chairs with 2-8 foot rectangular tables and 3-5 foot rectangular tables that are set up in an open conference square. The capacity is 12 people in an open conference square.

Cangialosi Room (130 Reynolds) is equipped with 17 chairs and 2-5 foot rectangular tables and 2-8 foot rectangular tables that are set up in an open conference square. The capacity is 12 people in an open conference square.

McShain Lounge Large is equipped with up to 140 chairs, 12-5 foot round tables (seat 8 each), and 9-5 foot rectangular tables. Please specify the room set up desired. The capacity is 140 people in a lecture style and 96 people banquet style.

McShain Lounge Small is equipped with up to 38 chairs, 3-5 foot round tables (seat 8 each), and 6-5 foot rectangular tables each. Please specify the room set up desired. The capacity is 38 people in a lecture style set up and 24 people in a banquet style.

Authorized Representative
On-Campus Publicity

Please follow the following guidelines when advertising events on campus:

**Interior (inside campus buildings) Flyers and Posters**

1. All materials to be posted on campus may be placed only on unenclosed public bulletin boards or kiosks.
2. Due to the distinct nature of some locations, specific requirements are posted at those sites.
3. If posting in appropriate locations results in damage to University property, restitution will be required from the responsible party.
4. Due to fire and safety codes it is illegal to post flyers in stairwells and on doors.

**Exterior (outdoor) Flyers and Posters**

1. Flyers and posters may be posted at outdoor locations up to one week before an event. The flyers and posters should be removed immediately following the event.
2. Materials may be posted only on walls (not windows and doors) and only in designated areas: Red Square (not on walls adjacent to the ICC main entrance), Darnall, New South, Alumni Square, and at the arches of Henle. Flyers and posters should be posted using only masking tape.
3. Lamp posts: Flyers/posters may be placed only within specially defined and designated places on the posts and may not be taped to the lamp posts.
4. Flyers may not be posted on trees, benches, recycling or trash containers, on Healy Gates (or the Gatehouses), or on the pavement (including all sidewalks, streets, Red Square, etc.).
5. Removal of flyers: Individuals must remove their flyers/posters following an event. Grounds staff will remove all exterior flyers/posters every Monday before 10 a.m.

**Chalking**

Chalking is permitted on the brick pavers of Red Square only. The chalk must be water-soluble "sidewalk" chalk, which wears away with water or foot traffic. Chalking on the exterior walls of any campus building (academic, administrative, or residential) is prohibited.

**Bus Policy**

1. A final listing of bus drop off and pick up requests must be turned in to the Office of Campus Activity Facilities 14 days prior to the start dates of the conference. The request can be submitted in the transportation section of the program within the web form.
2. In recognition of possible changes, all bus drop-offs and pickups must be scheduled with the Office of Campus Activity Facilities at least four (4) full business days in advance, excluding Saturdays and Sundays. Failure to do so will result in a late processing fee of $50 per bus. All late processing fees will be added to your final OCAF invoice.
3. Buses must enter campus using the Canal Road entrance.
4. Overnight bus parking is not available.
5. Quantity of buses and dates/times arriving to and departing from campus must be scheduled with a representative of the Office of Campus Activity Facilities and are subject to approval. Drop off and pick up locations are determined based upon time of day, day of the week, size of busses, number of busses per conference group or total of busses for all conference groups and other campus activities, not by the location of the building(s) where the participants are living or meeting.
6. Buses may not load/unload by any campus building. Loading and unloading may occur only in areas assigned and may not be in close proximity to where the participants are living.
7. It may be the case that buses may not load/unload on campus, and 37th Street may be the only available option.
8. Violations will result in ticketing at the expense of the driver. The university bears no responsibility for parking tickets and tickets will not be voided.
9. In adherence to the District of Columbia law, buses must not idle for more than three minutes while parked, unless the outside temperature is 32 degrees Fahrenheit or below or there are 12 or more people on a bus which is operating air-conditioning.
CLASSROOM POLICIES

REQUESTS are accepted on a first come, first-serve basis. Georgetown University will attempt to fulfill your first choice but we cannot guarantee that your first choice will be met. In addition, classrooms are assigned after summer school classes have been assigned. For this reason, classroom assignments will not be completed until mid-May. Classroom assignments may be in various buildings and may not be the same for morning and afternoon sessions.

ALL ADVERTISING must be approved by the Office of Campus Activity Facilities prior to publication.

ALL ROYALTIES due on performances not covered by the University’s current agreements with music licensing houses are the responsibility of the requestor.

ANY ACTIVITIES that will potentially cause damage to the space, furniture, or equipment (i.e. stacking furniture, dancing, etc) are prohibited.

CLASSROOMS are in close proximity to additional spaces, including other classrooms and corridors. Please be considerate of other meetings and classes by keeping the volume of your event appropriate to a meeting or classroom. Please do not permit your guests or students to raise their voices, run, or yell in the corridor.

CONTROVERSIAL or politically sensitive activities, as determined by Georgetown University, are limited to the University’s sponsorship.

CANCELLATIONS of events due to circumstances beyond the control of Georgetown University (such as weather) or because of violation of University policy are not the responsibility of the Office of Campus Activity Facilities. Cancellations must be communicated (in writing) to the Office of Campus Activity Facilities at least 2 calendar weeks before the scheduled event. The requestor will be charged for all events not cancelled 2 weeks prior to the event.

CLEAN UP is the obligation of the requestor.

FURNITURE arrangement of the existing classroom chairs is the responsibility of the client. The client must return the chairs to a classroom style at the end of the reservation.

INSURANCE may be required by the Office of Risk Services for individuals and organizations that are being co-sponsored by University departments. If this is the case, the organizations must provide evidence of Comprehensive General Liability Insurance in the minimum limits of $1,000,000.00 each person, $1,000,000.00 each occurrence, and $50,000.00 property damage. Such insurance will name as insured both the individual or organization and the President and Directors of Georgetown University and its agents and employees as their interests may appear. The University reserves the right to require limits above these minimums, when in the sole opinion of the University, such higher limits are justified. Coverage must be a company satisfactory to the University and a policy or certificate of insurance will be forwarded to the Office of Campus Activity Facilities a minimum of 72 hours prior to the event.

NO FOOD, BEVERAGES, OR BEVERAGE CONTAINERS are permitted in classrooms.

SMOKING is prohibited in all classrooms and all buildings on campus.

THE SECURITY OF ANY EQUIPMENT brought into classrooms by the requestor is not the responsibility of the Office of Campus Activity Facilities. Organizations should not leave equipment in or around the facility overnight or after the event. The requestor assumes sole responsibility for any equipment stored in or around the hall overnight or after the event.

DC FIRE SAFETY REGULATIONS and University policies require the client to ensure that all fire exits are clear and remain accessible. Prior to each event, the client is required to make an announcement informing audiences of the emergency exit procedure.
GEORGETOWN UNIVERSITY
SMOKING POLICY

It is the policy of Georgetown University to achieve an environment as close to smoke-free as practically possible. The University is concerned about health and safety of all faculty, staff, students, and visitors. Smoke is offensive to many non-smokers, and a significant percentage of faculty, staff and students do not smoke. In accordance with the requirements of the statutory law of the District of Columbia, this policy is intended to protect non-smokers, while recognizing the needs of smokers.

Smoke-Free Areas

Smoking is prohibited in indoor locations except for designated smoking areas. Areas where smoking is prohibited include:

1. All University residences.
2. Academic areas, classrooms, lecture halls, seminar rooms, laboratories, libraries, and computer facilities.
3. Conference rooms, auditoriums, exhibition areas, indoor athletic facilities, theaters and retail stores.
4. Health facilities.
5. Common/public areas including stairwells, elevators, lobbies, hallways, waiting rooms, lounges, reception areas, restrooms, customer service areas and parking garages.
6. Owned and leased University vehicles.

Designated Smoking Areas

1. Outdoor locations where smokers will not block the entrance of persons to a building or subject non-smokers to excessive amounts of smoke. Containers for the disposal of cigarette ashes and butts shall be provided in outdoor locations.
2. Special concern and attention will be given to the needs of non-smokers who may be exposed involuntarily to smoke.

Enforcement

1. It is the responsibility of all members of the community to observe this smoking policy.
2. The Office of Student Conduct is responsible for ensuring compliance by academic year students and their guests. The Office of Summer and Conference Housing is responsible for ensuring compliance by summer residents. Managers and supervisors are responsible for ensuring compliance by the employees in their areas. Faculty, staff, and students are responsible for enforcing the policy with visitors, and are encouraged to direct violators to designated smoking areas.
3. Smokers are responsible for disposing of their cigarette ashes and butts appropriately.

Signs

1. Signs designating “No Smoking Areas” will be in accordance with the District of Columbia law. Signs will be visible in sufficient number and in a manner that gives notice to the public of the policy.
GEORGETOWN UNIVERSITY ALCOHOL POLICY

The following policy has been developed to ensure the most responsible approach for the use of alcohol in the Georgetown University community. The goal is to promote an environment in which all members of the community conduct themselves in an appropriate manner and to encourage an atmosphere of civility and respect for one another. It is the conviction of the University that public drunkenness and public intoxication are unacceptable and are inconsistent with the educational mission of the University and to responsible citizenship. Accordingly, each person must assume full personal responsibility for himself or herself, and for strict compliance with the law and the University policy and registration guidelines.

Regulations for alcoholic beverages in residential spaces

1. Residence halls - The presence of alcoholic beverages and all containers that have previously contained alcoholic beverages such as empty beer cans or wine bottles is prohibited in public areas of residence halls and throughout campus. This prohibition applies to all visitors or guests regardless of age.

2. University apartments - the consumption of alcoholic beverages is permitted in private apartments only by occupants and guests who are of legal drinking age and in compliance with University policy and the laws of the District of Columbia.

3. Residents of a University apartment must register all parties for which they anticipate 20 or more guests and/or plan to serve a half-keg or more of beer.

4. Parties held in apartments must be registered with the Office of Summer and Conference Housing. The office is located in 100 Harbin Hall. Completed request must be hand carried to 100 Harbin Hall. The request will be reviewed. Some discussion may be necessary so a cell phone # is required.
   a. A party is defined as 20 or more people gathering or any gathering under 20 people where alcohol is served.
   b. Only individuals who live in an apartment may host a party.
   c. The majority of the people living in the apartment must be 21 to host a party where alcohol is served and assume the responsibility of carding attendees of the party.
   d. Parties may only be held on Friday and Saturday nights.
   e. Party Request forms are located in the Residence Hall Offices (RHOs).
   f. A Party Request form must be submitted to the Director of Summer and Conference Housing in 100 Harbin Hall for approval no later than 5:00 p.m. Wednesday prior to the desired party date.
   g. Without written authorization, a party may not be held.
   h. The University follows D.C. laws on the sale and use of alcohol and enforces the following rules:
      1) Anyone under the age of 21 is prohibited from consuming any alcoholic beverages.
      2) No person within the District of Columbia shall offer, give, provide, or otherwise make available, any alcoholic beverage to any person under 21 years of age.

5. Party sponsors may not serve hard liquor unless they can verify that all guests and all hosts are 21 years old or older.

Regulations for serving alcohol at University-sponsored events in non-residential spaces

1. District of Columbia law requires that a license be obtained for the sale of any alcoholic beverages. Selling includes charging for admission, a registration fee, or any direct means of collecting money to fund the event. A District of Columbia Class “F” license is required for any event at which beer or wine will be served for a cost. The District of Columbia Class “F” license requires at least ten (10) days for approval and should be requested from the Alcoholic Beverage Control Board 14 days in advance. The Board will not consider applications submitted late. A license must be obtained for each event by the event supervisor.

2. The organization hosting the event must take adequate measures to confirm the identification and age of those wishing to drink. It is illegal to serve alcohol to or purchase alcoholic beverages for a minor. Proper identification, with picture and birth date, will be required of any person wishing to consume alcoholic beverages.

3. Any group or organization sponsoring an event in public lounges or open areas must properly control the dispensation of alcoholic beverages including checking for proper identification. In short, guests may not serve themselves; events are required to have servers who are at least 21 years old. Servers may not drink any alcoholic beverages during the event. Servers must check for proof of age and may serve only one drink to a person at any time. EACH SERVER ASSUMES RESPONSIBILITY NOT TO SERVE PERSONS ALREADY INTOXICATED.

4. A sign must be clearly displayed at the serving area which reads: “District of Columbia law prohibits the sale or serving of alcoholic beverages to anyone under the age of 21 and to any person who is intoxicated or appears to be intoxicated.”

5. Organizations must always arrange for security guards at functions or events when alcoholic beverages will be served. The Department of Public Safety is responsible for determining the appropriate security arrangements for each event. The group sponsoring the event must pay all security costs.

6. Individuals who appear intoxicated or who exhibit drunken behavior will not be admitted to registered functions on campus. Moreover, individuals demonstrating such behavior while attending any registered function will be promptly removed by security, a bartender or official sponsor of the function.

Authorized Representative

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APPENDIX A:  
Client Information

This information must be completed in order to execute this Agreement.

1. Nature and Purpose of Client’s Organization (Please Attach a Separate Sheet with a Longer Description and Flyer, if necessary):
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Name of Program or Course to be Conducted:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. Nature of Program or Course, or Nature of Stay in Washington, DC (Please Attach a Separate Sheet with a Longer Description and Flyer, if necessary):
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. Number of Participants on Campus: ____________; Off Campus: ____________.

EXEMPTION STATUS:

The organization is exempt from occupancy and sales and use taxes based on criteria ______ as listed under Section C: Costs. If an exemption from taxes is claimed under any criteria documentation of proof of exemption must be provided.
APPENDIX B:
Emergency Medical Treatment

This information must be completed in order to execute this Agreement.

Please select the option below that applies to the program:

_____ There will be no persons under the age of 18 participating in the program to be held at Georgetown University.

_____ There will be persons under the age of 18 participating in the program to be held at Georgetown University. This organization is employing its own Consent to Emergency Treatment form which has been attached to this agreement.

_____ There will be persons under the age of 18 participating in the program to be held at Georgetown University. This organization will be using the Consent to Emergency Treatment form shown below. A Microsoft Word version of the document can be provided upon request.

Consent To Emergency Medical Treatment

In the event that my child, ________________________________, (participant), requires medical attention, I hereby authorize and consent to emergency medical treatment for my child/ward while participating in a summer conference program at Georgetown University. The program administrator or their designee has my permission, in an emergency if I cannot be contacted, to take my child/ward to the emergency room of the nearest hospital, and the hospital and its medical staff have my authorization to provide treatment which a physician deems necessary for the wellbeing of my child/ward.

I hereby authorize and consent to non-emergency minor first aid for my child/ward while enrolled as a participant in the Georgetown Summer Conference Program, as deemed necessary by the program administrator, counselors and/or Georgetown Emergency Response Medical staff (GERMS).

_________________________________
Parent/Guardian (Please Print Name)

_________________________________  _________________
Parent/Guardian Signature  Date

Address: ________________________________

_________________________________

Phone: (Home)____________________
(Work)____________________
(Cell) _______________________

Authorized Representative ________________________________
AUTHORIZED AGENTS:

The following is a list of those agents authorized to act on behalf of the Client under the terms of this Agreement:

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By executing this Agreement, each party acknowledges that he or she has read this Agreement in its entirety; sought advice from counsel as deemed necessary in order to understand the terms of this Agreement; and warrants that he or she is authorized to sign for the Agreement.

FOR GEORGETOWN UNIVERSITY:

Jacqueline Rack, Director of Summer and Conference Housing  Date

Phylander Pannell, Director of Campus Activity Facilities  Date

Jonalyn Ware Greene, Assistant Vice President, Student Housing and Activity Facilities or Karen Frank, Vice President, Univ. Facilities and Student Housing  Date

FOR CLIENT:

Authorized Representative’s Signature  Date

Name and Title of Authorized Representative:  Address:  
Telephone:  Email address:  

Authorized Representative
Georgetown University
The Office of Summer and Conference Housing

Reservation Deposit

Conference Sponsor
Conference Name
Address
City, State, ZIP

Housing
Reservation Deposit X/X/0X Reservation Deposit Based on XX Double Rooms and XX Single Rooms for X Nights $XXX.XX
Reservation Deposit X/X/0X Reservation Deposit Based on XX Single Rooms for X Nights $XXX.XX

Subtotal for Housing $XXX.XX

Facilities
Reservation Deposit X/X/0X Reservation Deposit Based on 2007 Room Usage $XXX.XX

Subtotal for Facilities $XXX.XX

Balance Due by XXXX XX, 200X $XXX.XX

Please make all checks payable to Georgetown University-SCH
100 Harbin Hall, Box 571117
Georgetown University
Washington, DC 20057

Authorized Representative _________________________________________________________