SUMMER CONFERENCE AGREEMENT
with the
Offices of Housing and Conference Services and Campus Activity Facilities

Conference Title:[Name of conference]

Dates:[Dates of Conference]

This agreement is entered into this [Today's Date] between the Offices of Housing and Conference Services and Campus Activity Facilities, of Georgetown University ("the University" or "Housing and Conferences Services" or "Campus Activity Facilities") and [Client's Name] ("Client").

Client desires housing and conference services for itself and approximately [Number of participants] participants. The University estimates that the cost of those services, as described in this agreement, will be $[Cost of services including key deposit]. Client has been advised and agrees that this cost figure is only an estimate and Client agrees to pay for the total costs of actual services rendered by the University, but no less than the guaranteed minimum established for rooms/apartments and services per the agreement unless amended 14 days or more from the scheduled arrival date.

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 by one of Client's authorized agents to the applicable Coordinator of the Office of Housing and Conference Services or Campus Activity Facilities. An agent of the Office of Housing and Conference Services 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 the prior written approval of the University. In order to gain such approval, Client agrees to provide the Coordinator representing the Office of Housing and Conference Services with an advance copy of any such proposed materials.
3. 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's Conference Coordinator with an advanced copy of any such proposed materials.

4. 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.

5. 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 permitted in residence hall rooms and apartments by mutual agreement of all assigned to share the room/apartment. Client has been provided with a copy of the University's smoking policy and agrees, on behalf of itself and the conference participants, to comply with this policy.

6. 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

The University agrees to provide the Client, and the Client agrees to pay the University for, the following described services:

1. Housing

Nature and Cost of Accommodations: [Accommodations]

Nature and Cost of Linen Service: [Linen Service]

Date and Time of Arrival: [Date & Time of Arrival]

Check-in is between 4:00 PM and 9:00 PM daily, in the Residence Hall Office located in the assigned residence hall or apartment complex.

Date and Time of Departure [Date & Time of Departure]
Client understands and agrees that 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.

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 Deposits and Access Cards** -- Entry to rooms in the residence halls and apartments is controlled by keys or key cards. Entry to residence halls and some apartment complexes is controlled by access card.

**Key Deposit** -- Client is responsible for all keys and/or cards issued to conference participants. Client agrees to pay a $10.00 key deposit for each key and key card to be issued, based on the guaranteed number of conference participants, not to exceed $1000.00. The total amount of the key deposit will be based on the guaranteed number of participants provided by the Guarantee Date of [Guarantee Date] established by Section H of this agreement or, for groups larger than 100, by the $1000.00 maximum. The amount of this key deposit is not included in any other deposit required under this agreement and must be paid no later than the guarantee date established under this agreement in Section B, Item 5. For each key not returned during the designated check-out time for conference participants, the University will deduct $50.00 for each lock change from the total key deposit. 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.

Key Deposit Charge: [Key Deposit]

**Access Card Charges** -- The Client is responsible for all access cards issued to participants. Client agrees to pay $15.00 for each access card not returned to the Residence Hall Office at the designated check-out time. Charge for access cards 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.
2. Facilities

[Description and Cost] [Facilities]

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 that policy. The University reserves the right to change the assignment of facilities described in this section.

3. Additional Services

[Description and Costs][Additional Services]

4. Security

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 72 hours 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.

5. Conference Requirements and Agenda

To assure proper service to 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 multipurpose rooms requested, and set-up requests, etc., no later than [Guarantee Date for Facilities Space] 30 days prior to the conference's scheduled start date.

To assure proper service to Client, Client agrees to provide the Coordinator for the Office of Housing and Conference Services with a written tentative agenda and a list of classroom requests including the dates, times and seating capacity needed for each, no later [Guarantee Date for Facilities Space] 30 days prior to the conference's scheduled start date.

A final participant list, agenda and listing of conference requirements must be provided in writing to the Office of Housing and Conference Services' Conference Coordinator no later than the guarantee date which is 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. If the Client fails to provide the required participant list by the guarantee date an additional charge of $1.00 per person per day will be assessed.

Signature ____________________________
C. COSTS

1. Total Cost

The total costs for the housing and conference services covered by this agreement is estimated at $[Total Cost]. Client is aware that this estimated cost is a good faith approximation of the total charges for the housing and conference services covered by this agreement. It is expressly understood and agreed that the total costs estimated in this section is a guaranteed minimum amount which must be paid to the University on the guarantee date established under this agreement in Section B, Item 5. 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.

2. Sales & Use and Occupancy Tax

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 & use tax of 5.75%: facility rental, equipment rental, linen service, telephone installation, service, and long distance, and sundry items. Cost for food service is the rate plus food tax of 10%. Cost for parking is the rate plus parking tax of 12%. If the organization meets any one 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 he/she 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 group 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 90 days, the group is exempt from combined sales & use and occupancy tax on housing charges only.

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

Signature _________________________________
D. **SCHEDULE OF PAYMENTS**

Client agrees to pay the University according to the schedule established below:

1. A non-refundable deposit in the amount of $\[20\% \text{ Deposit}\] representing 20\% of the total estimated cost of specified housing and conference services covered by this agreement, is due on \[20\% \text{ Due Date}\]. 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 Section B of this agreement. 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 deposit made on those rooms/apartments.

2. The remaining total estimated cost of \[Balance \,(80\%\)] for housing and services listed in this agreement must be received in the Office of Housing and Conference Services on the guarantee date as listed in Section B, Item 5 accompanying the written guarantee. 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.

3. 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 30 days of the date of the invoice; interest at an annual rate of 18\% will be charged on any balance remaining after this 30 day period. Client must report any alleged claim of error in the invoice to the Director of Conference and Guest Services or the Director of Campus Activity Facilities as applicable within 15 days of the invoice. Any additional charges received by the Office of Housing and Conference Services or the Director of Campus Activity Facilities as applicable and which are due from Client, will be reflected in additional invoices and the Client agrees to pay any balance due within 30 days of the date of the invoice; interest at an annual rate of 18\% will be charged on any balance remaining after this 30 day period. Client must report any alleged claim of error in this invoice to the Director of Conference and Guest Services or Director of Campus Activity Facilities as applicable within 15 days of the date of the invoice.
4. Client must provide to their financial institution the following information for wire transferring of funds:

Name of Bank  Riggs Bank, NA  
ABA Number  054000030  
Credit  Georgetown University General Fund  
Account Number  08015979  
Reference  [Budget Number], [Conference Title], Office of Housing and Conference Services, Finance Specialist, 202-687-4560.

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 for damages which might result from such a cancellation.

F. TERMS OF OCCUPANCY

Client accepts responsibility 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 University.

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 further this goal, Client and the University agree that the University reserves the right to enter a conference participant's room or apartment for administrative, safety, or regulatory purposes. The Client and the University also agree that the University may enter a conference participant's room or apartment as outlined in the Georgetown University Student Handbook (including specifically the Handbook policy on search and seizure), as it may be amended from time-to-time. It is expressly agreed that 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. The University is not responsible for the loss of, or damage to, any property of

Signature ____________________________
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, cooling apparatus shall be allowed in rooms or apartments. The only type of 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 in community rooms of Copley, Darnall, Harbin, and LXR halls. 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, 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 permitted in individual residence hall rooms and apartments by mutual agreement of all assigned to share the room/apartment.

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 University Office of Housing and Conference Services.

10. The University will use its best efforts to provide staff on duty who can be contacted for assistance or emergencies.

Signature ______________________________
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 in accordance with the procedures, obligations and regulations stated in the Georgetown University Student Handbook, as it is amended from time-to-time, and 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. The University 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 University, 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 the University, unforeseen events make it inadvisable, illegal, or impossible to provide the required facilities;
   f) upon timely notification, to add or delete from University policies any clause or clauses whatsoever.

G. 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 Housing and Conference Services 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,

Signature ____________________________
the client is required to provide to the Department 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.

H. GUARANTEE DATE REQUIREMENTS

Fourteen days before the participants' arrival date established by Section B of this agreement, Client agrees to submit to the Office of Housing and Conference Services' Conference Coordinator, in writing: i) a complete list of the names of participants which indicates gender of the participants for room assignment purposes; ii) their requested housing requirements; iii) a listing of the requested number of meeting rooms and any other services or facilities to be provided; and iv) a written guarantee listing separately the number of participants, number of telephones, and number of parking passes. Fourteen days before the participants' arrival date established by Section B of this agreement, Client agrees to submit to the Office of Campus Activity Facilities' Coordinator, in writing: i) a listing of the requested number of meeting rooms and any other services or facilities to be provided. A final version of the conference agenda or program must accompany these listing. The Client agrees to pay all costs charged by the University on the basis of these guaranteed listings acknowledged in writing by the Office of Housing and Conference Services or the Office of Campus Activity Facilities. If this written guarantee is not received by the University on the required date, the University will use the estimated number of conference participants established by this agreement as the guaranteed number of conference participants. If the Client cannot show a written acknowledgment from the University of its guarantee number, the Client will be responsible for all charges by the University based on the estimated number of participants.

I. CLIENT INFORMATION

1. Nature and Purpose of Client's Organization (Please Attach a Separate Sheet with a Longer Description or Flyer, if Needed): __________________________________________

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

3. Nature of Program or Course, or Nature of Stay in Washington, D.C. (Please Attach a Separate Sheet with a Longer Description if Needed, and any Proposed Program Brochure,:): __________________________________________

4. Number of Participants On Campus _________; Off Campus _______.

Signature __________________________________________
J. AUTHORIZED AGENTS

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

Name and Title: _____________________________________________
Address: ____________________________________________________
Telephone: _______________________

Name and Title: _____________________________________________
Address: ____________________________________________________
Telephone: _______________________

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 meaning of this agreement; understands the terms of this agreement; and warrants that he or she is authorized to sign the agreement.

FOR GEORGETOWN UNIVERSITY:

Office of Housing and Conferences Services
Karen Frank, Executive Director or Jonalyn Ware Greene, Director of
Finance and Administration
Univ. Facilities and Student Housing

Office of Campus Activity Facilities

FOR CLIENT:

Authorized Representative

Name and Title: _____________________________________________
Address: ____________________________________________________
Telephone: _______________________
Telefax No. ______________________

The organization is exempt from occupancy and sales & use taxes based on criteria ______ as listed under Section C: Costs.

If an exemption from such taxes is claimed under any criteria, documentation of proof of exemption must be provided.
Healy Hall Use Policies  
(Gaston Hall, Healy Corridor Floor 1, and Healy Corridor Floor 2.)

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 72 hours 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 three days prior to the event. Failure to cancel events with 72 hour 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/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.

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 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 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 levels during events 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 of 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.

FACILITY RESERVATION POLICIES

To request, contact the Facilities Coordinator, 1507 Leavey Center, Box 571118, Georgetown University, Washington, DC 20057-1118
Phone: 202-687-4081
www.georgetown.edu/facilities/ocaf

Signature ____________________________
RESIDENTIAL BUILDING FACILITY USE POLICIES
(Copley Formal Lounge, Village A Community Room, LXR Multipurpose Room, New South Music Room, Nevils Community Room, Copley Multipurpose Room, LXR Seminar Room One, LXR Seminar Room Two, Village C Floor Lounge, New South Floor Lounge.)

EXTERNAL (non-Georgetown University) organizations or individuals may rent the facilities, subject to availability, if:
- the event does not conflict with similar campus activity
- the event is appropriate to the ambiance of the facility
- the event is appropriate to the educational mission of Georgetown University
- 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 72 hours 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 three days prior to the event. Failure to cancel events with 72 hour 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:
- Quiet hours and study days will be observed
- Events will end at 12 midnight Sunday thru Thursday and at 1:00 a.m. Friday and Saturday
- 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/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 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 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.

FACILITY RESERVATION POLICIES
To request, contact the Facilities Coordinator, 1507 Leavey Center, Box 571118, Georgetown University, Washington, DC 20057-1118
Phone: 202-687-4081
www.georgetown.edu/facilities/ocaf

signature ____________________________
INTERCULTURAL CENTER USE POLICIES
(ICC Auditorium and ICC 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 72 hours 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 three days prior to the event. Failure to cancel events with 72 hour 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 from requested tables, 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 Office of Student Programs for all student organizations under it auspices. All other organizations/individuals requiring an ABC license may obtain a description off 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 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 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 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.

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>Regular Academic Calendar</th>
<th>Summer Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday 7:30am to Midnight</td>
<td>Monday-Friday 7:30am to 11:00 pm</td>
</tr>
<tr>
<td>Saturday-Sunday 7:30am to 6:00 pm</td>
<td>Saturday 7:30am to 6:00 pm</td>
</tr>
<tr>
<td>Closed</td>
<td>Sunday</td>
</tr>
</tbody>
</table>

ICC FACILITIES CAPACITIES
- Auditorium: 325 seated
- Galleria: 400 reception style/200 dinner style

FACILITY RESERVATION POLICIES
To request, contact the Facilities Coordinator, 1507 Leavey Center, Box 571118, Georgetown University, Washington, DC 20057-1118
Phone: 202-687-4081
www.georgetown.edu/facilities/ocaf

Signature ____________________________
OUTDOOR FACILITY USE POLICIES

(Copley Lawn, Henle Crtyst, Walsh Crtyst, Observatory, Quadrangle, Healy Circle, Leavey Esplanade, Healy Lawn, Alumni Sq Crtyst, Village C Patio, Red Square, WGR Esplanade, Harbin Terrace.)

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 72 hours 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 three days prior to the event. Failure to cancel events with 72 hour 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/cover are not provided but 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 Services 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 the President and Directors.

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. 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 Office of 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.

FACILITY RESERVATION POLICIES

To request, contact the Facilities Coordinator, 1507 Leavey Center, Box 571118, Georgetown University, Washington, DC 20057-1118
Phone: 202-687-4081
www.georgetown.edu/facilities/ocaf

Signature
HALL OF NATIONS BLACK BOX THEATRE USE POLICIES

THE HALLWAY immediately behind the theatre is not support space for the theatre. The two sets of double doors (leading to Prospect Street) are fire doors and must remain clear at all times. Additionally, the Fine Arts classroom (Walsh 191) is accessible only via the staircase leading from the second floor, and through the back hallway.

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 72 hours 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 three days prior to the event. Failure to cancel events with 72 hour notice may result in a service fee.

AT MOVE IN AND STRIKE, a representative of the client and the Hall Manager on duty will conduct an inspection of the facility and take an inventory of equipment. The Theatre Technician on duty and client both must sign the form to acknowledge that the inspection and inventory is correct. Any damages noted after strike that were not reported to the Hall Manager prior to move-in will be charged to the client.

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

SMOKING is prohibited anywhere in the Walsh Building, including the Hall of Nations Theatre, per District of Columbia law. Strict penalties will be enforced.

THE SECURITY OF ANY EQUIPMENT brought into the hall by the requestor is not the responsibility of the University.

PER DC FIRE SAFETY REGULATIONS, the client must provide for an aisle in the audience of not less than four (4) feet wide. Furthermore, the client must ensure that all fire exits are clear and accessible. Prior to each performance, the client is required to make an announcement informing the audiences of the emergency exit procedures.

PREPACKAGED FOOD AND BEVERAGES may be served and consumed in the lobby. Refreshments and concessions may be sold only during intermissions. Alcohol may not be consumed.

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 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.

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.

AT STRIKE, clean up is the obligation of the requestor. All trash and det must be disposed of, the theatre must be mopped and swept, and the dress room must be cleaned. No items may be stored in or around the Hall of Nations after strike. The client must also remove all props, costumes and set pieces charge to cover all the labor costs to restore the area will be assessed if t obligation is not met.

FACILITY RESERVATION POLICIES

To request, contact the Facilities Coordinator, 1507 Leavey Center, Box 571118, Georgetown University, Washington, DC 20057-1118 Phone: 202-687-4081 www.georgetown.edu/facilities/ocaf
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.

Signature ____________________________
CLASSROOM POLICIES

1. No food, drink, or smoking in classrooms or classroom building corridors.

2. Cancellations for classrooms must be made by phone and followed up in writing to the Conference Coordinator at least 24 hours in advance of the scheduled start of the event. At the discretion of the Registrar's Office, a cancellation fee may be assessed up to the full amount of the original reservation.
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 the 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.

A. Smoke-Free Areas

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

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

B. Designated Smoking Areas

1. All residence hall rooms/apartments by mutual agreement of all assigned to share the room/apartment.
2. Outdoor locations where smokers will not block the entrance of persons to a building or subject non-smokers to excessive amounts of smoke.

C. Containers for disposal of cigarette ashes and butts shall be provided in outdoor locations.

D. Special concern and attention will be given to the needs of non-smokers who may be exposed involuntarily to smoke.

E. Enforcement

It is the responsibility of all members of the community to observe this Smoking Policy.

The Office of Student Conduct is responsible for ensuring compliance by students. 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.

Smokers are responsible for disposing of their cigarette ashes and butts appropriately.

F. Signs

Signs designating "No Smoking areas" will be in accordance with District of Columbia law. Signs will be visible in sufficient number and in a manner that gives notice to the public of the policy.

Signature ____________________________
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 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 residential 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 of beer.

4. Parties held in apartments must be registered with the Office of Student Conduct and Off Campus Affairs. The office is located on the 5th floor of the Leavey Center. All parties must be registered 72 hours prior to the event. The registration forms are located in the Residence Hall Office (RHO). The sponsor of the party is the host of the party and is held primarily responsible for University regulations, guests, damages and destruction. A majority of the residents must be 21 years of age or older to sponsor or host a party with alcoholic beverages. 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.

Signature ____________________________