



FUQUA SCHOOL

FACILITY RESERVATION AGREEMENT

General Information: Please provide the requested information.	
Name/Organization:	Contact Person:
Home Telephone:	Telephone:
Address:	Email:
Type of Event:	Date of Event: Hours needed: from () to ()
Facility Requested:	Approximate Number Attending:
Catering Needed: yes() no()	Alcoholic Beverages: yes() no()
Equipment Needed with facility: yes() no() Please list-	
Facility Information: Filled out by Fuqua School	
Key needed for facility yes() no() Staff Member needed for facility yes() no()	
For Athletic Facility- Athletic Director initial	For Educational Facility- Dean's initial
Certificate of Insurance Needed yes() no() Received yes() no() ABC license needed yes() no()	
Event on Calendar yes() no()	
For All Facility Rentals- Director of Operations signature-	

Facility	Rental Fees					Payment	Received	Payment Type
	Building	Maximum Seating	Maximum Occupancy	General Public Fee	Civic Group Fee			
Gee-Price Building		144	200	\$350.00	\$300.00	\$ 250.00		
Lower Commons		300	400	\$400.00	\$350.00	\$ 300.00		
Ruritan Shelter		150	150	\$150.00	\$100.00	\$ 50.00		
Outdoor Volleyball Courts		0	48	\$200 .00	\$100.00	\$25.00		
Upper Gym		900	1000	\$75 per hr	\$50 per hr	\$25 per hr		
Baseball Field				\$75 per hr	\$50 per hr	\$25 per hr		
Lacrosse Field				\$75per day	\$50 per day	\$25 per day		
Football Field				\$75 per hr	\$50 per hr	\$25 per hr		
Soccer Field				\$75 per day	\$50 per day	\$25 per day		
Practice Fields				\$50 per day	\$35 per day	\$25 per day		
Lower School Media Center		40	40	\$100.00	\$ 75.00	\$ 50.00		
Upper School Media Center		60	60	\$100.00	\$ 75.00	\$ 50.00		

Other Fees: Non Catered Events for General Public, Civic Groups, and some Family and Alumni Groups will have to have a Fuqua Staff Member on site during the rental period.				
Description	Fee	Payment	Received	Payment Type
Security Deposit (Alcohol-free event)	\$250.00			
Security Deposit (Event serving alcohol)	\$500.00			
Set-Up Fee (Day prior to event)	\$125.00			
Fuqua Staff Member(mandatory for all Public and Civic Events not catered)	\$25.00 per hour			

RULES AND REGULATIONS FOR USE OF FUQUA SCHOOL FACILITIES

(GEE-PRICE, LOWER SCHOOL COMMONS, RURITAN SHELTER, AND FUQUA POOL)

Thank you for your interest in Fuqua School's facilities. Please become familiar with these rules and regulations for the use of the facilities:

1. For the purposes of this agreement, the User(s) are to use only those parts of the buildings or grounds specified above and the entrances to those parts.
2. The User(s) is to ensure that any furniture and equipment moved during use of the premises is replaced, that the premises will be left in a clean and tidy condition, that proper care will be taken of the premises during use and any damage from such use, whether caused by negligence, recklessness or the willfulness of the User(s), or the servants, agents or invitees of the User(s), is repaired at the User(s) own cost.
3. Any disturbance that warrants police intervention during facility rental will result in forfeiture of the security deposit and/or future use of a Fuqua School facility.
4. **All events requiring catering must be catered by Fuqua School** unless the Head of Fuqua School grants special permission. All personnel working during a function, including bartenders, will be furnished by Fuqua School. If the renter is interested in using this service, contact the Director of Operations for menu selections and price quotes. **If an outside caterer is used**, the School must approve the caterer prior to the event. The caterer must also provide to the school a liability insurance policy of at least **\$2 million in coverage**, and workers compensation insurance policy covering their workers before the event takes place. A security guard will be furnished by Fuqua School, at the renter's expense, at any NON-FUQUA CATERED EVENT serving alcoholic beverages.
5. The User(s) agree that no amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, or devices related thereto will be brought onto the premises or used in anyway while occupying any portion of any School owned property.
6. Smoking is not permitted in the facility.
7. The User(s) must give written notice to the School of any accident resulting in bodily injury or damage to the property of the School or others occurring on School premises or in any way connected with the use of School premises within 24 hours of the accident.
8. The User(s) agrees that no hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of any School owned property.
9. The User(s) is to take out and maintain current throughout the term of this agreement a public risk insurance policy in which (a) the School is indemnified in an amount not less than \$2 million for any claims whatsoever(including injury to persons or damage to property) arising out of the use of the School premises by the User(s);(b)the School is named as an additional insured under the policy; and (c) the policy or a certificate of insurance must be produced to the School prior to use of the facilities. User(s) and the School agree that any insurance policies procured by User(s) that provide benefits or protection for the School shall be primary and that any policies procured by School that might happen to provide protection or benefits to the School arising out of User's use of the School premises shall be excess.
10. Facility keys must be picked up from the reception area of the Gee-Price Building the day of the event. If the event is held on a weekend, keys must be picked up on the Friday prior to the event. All keys must be returned to the reception area on the first business day following the event.
11. In addition, the User(s) undertakes and agrees to indemnify and hold harmless the school, school board, administrators, faculty, and all other school employees, volunteers, and all persons and bodies acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses, (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

Upon receipt of the signed Special Event/Facility Reservation Agreement, rental fee(s), and security deposit, Fuqua School will reserve the facility for your event. The reservation will not be confirmed until both the signed Agreement and proper fees have been received. Fees are non-refundable, with the exception of the security deposit. Rental of the facility is at the sole discretion of Fuqua School.

I acknowledge the *Rules and Regulations for Use of Fuqua School Facilities* and agree to be bound by them.

Signature _____ Date _____

The _____ has been reserved for your use as outlined above.

Signature, Fuqua School Director of Operations _____ Date _____