Facility Rental Policy and Rules

Use of Savannah State University facilities is a privilege, not a right, and the University may approve or disapprove use at its sole discretion without explanation. Priority and consideration will be given to College-sponsored events, College-affiliated groups, and programs sponsored by the State of Georgia, its agencies and institutions. Users of the facilities will comply with all rules relating to use. Non-compliance or misuse shall result in immediate termination of use, forfeiture of all fees, and preclusion of use in the future. Space Reservation Forms must be submitted to the Events Offices on regular business hours Monday – Friday 8am-5pm. Fees for use shall be as set forth on the “SSU Facility Rate Sheet”.

1. **Facility Usage/ Fees:**
   - Fees are based on an 8-hour day. Leasing hours are Sunday – Thursday 8am – 12am; Friday – Saturday 8am – 2am. **NO ONE MAY REMAIN IN THE BUILDING PAST 2:00am.** Users will contact public safety at 912-358-3004 in the event that the facility is locked and MUST have the approved space reservation agreement on hand as proof of the user reservation. The User will be prepared to take responsibility for the facility on the requested date and time of agreement and remain responsible until the facility is vacated and secured.
   - Facility may not be rented more than 6 months in advance unless it is a College-sponsored event.
   - Non-University related events should be prepared to pay $100.00 deposit depending on availability. The $100.00 deposit is subtracted from the actual facility fee. All balances are due five (5) business days before the scheduled event. Failure to pay your balance(s) on time can result in cancellation of the reservation.
   - The University reserves the right to move a smaller group to another facility on campus if a larger group requests permission to use the center.
   - Rehearsal / preparation prior to the date of the event, an additional fee will be assessed: $200.00 -1st four hours (4 hour minimum) – $50.00 each additional hour
   - If the event requires early access this must be noted on the Space Reservation form and will be considered part of the reservation. This cannot exceed the 8 hours allotted or additional fees will apply. Additional labor charges may also be applied. Set up include tables and/or chairs. We do not provide portable dance floors.
   - All Ballrooms and Auditoriums are equipped with audio & visual needs (PA System, Projector, Microphone)
   - The Mezzanine (Rotunda) area of the Student Union is included in the rental with a reservation of Event Room ABC if reserved at one time and/or if there is a request in addition to an already reserved event room in the Student Union.
   - Cancellation of contracted services must be made in writing or forward via email to the events office staff, a minimum of ten (10) business days before the scheduled event. If the event is cancelled less than five (5) business days, a fee of 75% of the total estimated services will be charged. Any event cancelled less than 3 business days prior to the event will incur 100% of the estimated charges. Deposits are NOT transferable. Please allow 2-4 weeks to refund deposit.
   - The following is **NOT** included in the rental fee: event staff, campus police, technology support, catering services.
   - A staff member will ensure that your technologies needs are supported prior to your event. Stage lights, ballroom lights, sound systems and other related audio-visual equipment must be operated by a technician provided by, or approved by SSU. Events that require audio/visual and sound assistance. We highly recommend technology support be present at your event, labor fees may apply ($25.00/hr. w/ a minimum of 4 hours) each additional hour is $25.00 hour.
   - Banners and signs may be displayed. However, each item must be approved by the Building Manager(s) and Events Office. It must be hung only in designated area and removed at the conclusion of the event. No glitter, confetti or similar items that is difficult to vacuum.
   - Live animals are prohibited with the exception of service animals according to the American with Disabilities Act and Law enforcement standards.
   - The event organizer shall be responsible for adequate number of personnel to properly handle ticket sales, door checking, usher services, researching space availability, completing all paperwork in detail and other aspects of the event important to its proper planning and presentation. External customers contact the events office for space availability.
   - We welcome events such as birthday parties, weddings, wedding receptions, anniversary parities, family reunions, church services, political events, etc. However, no event may be scheduled that may be construed as detrimental to the university or community. Savannah State University reserves the right to refuse or cancel any event that may not be in the best interest of either.
2. **College-Affiliated Groups** – Must be a recognize Student Organization approved by Student Affairs. Space Reservation must be submitted to the Events office five (5) business days before your scheduled event date with all approved signatures. If not, the Events office has the right to deny your request. If there are Catering fees, Public Safety or other additional Fees assigned to your reservation. Payment is due to the Events office (5) five business days before your scheduled event. Advisor(s) must be present at all scheduled events. All fundraising/solicitation events accepting any form of donation/solicitation must complete an “Application for Fundraising/Solicitation Approval” form. You may pick the form up at the Division of University Advancement “Foundation House” or Click on link: [http://give.savannahstate.edu/document.doc?id=2](http://give.savannahstate.edu/document.doc?id=2)

3. **Academic Building Auditoriums, Classrooms & Labs**
   a. No Food or beverages allowed in the rooms.
   b. NO material of any kind (i.e. signs or decorations, posters, etc.), tacked, posted or fastened to walls.
   c. Lights and equipment (smart Board and Projectors) are to be turned off and doors closed upon vacating the premises.
      i. Only instructors are allowed to use/operate Smartboards or projectors. If any assistance is needed, please report to the designate site monitors.
   d. Whiteboards are to be erased and cleaned before vacating the building. If whiteboards are available, use only the dry erased markers provider.
   e. Tables and chairs may be properly disposed of before vacating the building
   f. Each group shall be responsible for leaving all areas and equipment clean and in good order.
   g. Availability after 5:00pm Monday-Friday, and all day Saturday & Sunday (NOTE: Weekend availability is based upon Testing Schedules set by the CAS Testing Office. Prior reservations may be cancelled, if space is needed to accommodate CAS events or testing needs.

4. **Juvenile Events** – Any events for minors (18 years of age & under) must have (1) adult per twenty participants. These adults must be present during the entire event. Campus police and/or Security Officers must be assigned. Number of officer may vary depending on the actual number of attendees and/or the actual event type, determine by Campus Police. **All activities for minors must end by 12:00am.**

5. **No Smoking** - Savannah State University is smoke and tobacco free.

6. **Non-Profit Use** – Applies to civic groups/club, church, government agency, and educational institution. The non-profit organization will receive a 25% discount of the facility fee only with proof of non-profit status is verified (501c). Must be submitted along with completed and approved Space Reservation form and $100.00 deposit is received.

7. **Clean-Up** - User will leave the facility in the same or better condition than found. User will be required to set up and remove its own equipment, decorations and personal property at its own expense. Savannah State University shall not be responsible for damages to or loss of any equipment or property left in the facility by the user(s) guests or invitees. Damages to the facility(s) will be the responsibility of the organization/user(s) hosting the event to the extent caused by the acts or omission of organization’s agents or employees.
   a. The user acknowledges that the reserved facility(s) are suitable for needs and purposes. User has the right to inspect the reserved premises prior to accepting possession thereof and prior to executing the Space Reservation Facility Agreement. If user would like to inspect the facility prior to reservation, arrangements must be made with the events office.

8. **Security** – Proper security must be utilized for events. SSU Campus Police will contract security personnel for events, if they deemed necessary. User agrees to pay for Campus Police or Security Officer(s) at **$32.00 per hour per officer with a minimum of 4 hours**; each additional hour is $32.00 hour. The events office will invoice the organization/individual utilizing the facility. Number of officer may vary depending on the actual number of attendees and/or the actual event type. SSU campus police and/or Events office reserves the right to increase security, if deemed necessary. User consent to allowing Security officials, building manager, events staff to patrol the parking lot and building during any function. User Understands and agrees that if security officials observes inappropriate activities that they have the authority to remove any or all of the user’s party from the premises and secure the facility and ground.

<table>
<thead>
<tr>
<th>Number of attendees</th>
<th>Recommended Security</th>
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<tbody>
<tr>
<td>0 – 99</td>
<td>1 Campus / 1 Armed</td>
</tr>
<tr>
<td>100 – 499</td>
<td>2 Campus / 2 Armed</td>
</tr>
<tr>
<td>500 – 799</td>
<td>4 Campus / 6 Armed</td>
</tr>
<tr>
<td>800 +</td>
<td>5 Campus / 8 Armed</td>
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</tbody>
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User agrees to hold Savannah State University harmless for any personal injuries or property damage resulting from the conduct of any person(s) at the rental facility while it is reserved in the username and user does accept responsibility of any damages that occur during the time the facility is contracted.

No person attending a general function will be allowed to possess any firearms, knives, or other weapons, drugs on Savannah State University Campus.

9. **Parking** – Parking passes may be required for certain events held during regular business hours. However parking rules and regulations are enforced 24/7. For more information: [http://www.savannahstate.edu/fiscal-affairs/documents/ParkingPoliciesRegulations_July2014_000.pdf](http://www.savannahstate.edu/fiscal-affairs/documents/ParkingPoliciesRegulations_July2014_000.pdf)

10. **Alcohol** – Permission to serve alcoholic beverages MUST be obtained in advance from the events office. User must provide a copy of the bartender & server license and copy ID. User may reserve a license bartender and/or server through SSU catering services (fees will apply). Alcoholic beverages may only be served if all in attendance is at least 21 years of age or older. No alcoholic beverages will be allowed to be served in the presence of minors. All events serving alcoholic beverages must be invitation only or private reception and cannot be open to the general public. Campus police and/or Security Officers must be assigned to any event where alcohol is served. SSU Campus Police will contract the number of security personnel for events. User agrees to remove alcohol from the venue soon after the event is vacated. **SSU prohibits the sale of alcohol.**

11. **Publicity** – User agrees that all broadcasting and telecasting privileges are reserved by SSU. Any use of the SSU name or logo must be approved by the Events Office.

12. **Catering** - No outside food or catering services allowed. Catering Services is exclusive to SSU Dining Services. We recommend placing your catering order ten (10) business days before your scheduled event. Non-SSU related events/groups are required to submit 50% of total balance due with signed Event Order Quote; Final head count and balance due five (5) business days prior to scheduled event. See the “How to Guide for Space Reservations & Catering” for instructions on how to submit a catering order or quote.

13. **Waiver** - In consideration of being permitted to use/rent University property, we, for ourselves, our business entity, our heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The University System of Georgia (Savannah State University), its officers, employees, and agents from liability **from any and all claims including the negligence of The University System of Georgia (Savannah State University), its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, use/rental of University property. I further acknowledge that no promises have been given nor provision guaranteed beyond the terms of our lease/use agreement.**

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<tr>
<th>Signature of User</th>
<th>Printed Name</th>
<th>Date</th>
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**Assumption of Risks:** **Use of the Facility/Premises**, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death and 4) Thefts and criminal intrusions.

We have read the previous paragraphs and we know, understand, and appreciate these and other risks that are inherent in The Use. I hereby assert that we knowingly assume all such risks.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Georgia and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.