



FACILITY RENTAL POLICIES AND PROCEDURES

THANK YOU for your choosing to host your event with Georgia Tech Athletics! We understand that there are multiple facilities to choose from and your decision to hold your upcoming event at our facility is appreciated. The Georgia Tech Athletic Association is committed to providing first-class service throughout the coordination and execution of your event. As we begin, please use this manual as a guide and resource – your knowledge and understanding of the facility policies, procedures and guidelines is necessary to ensure a successful planning and event execution process. Thanks again, and we look forward to working with you to make your upcoming event an unforgettable experience!

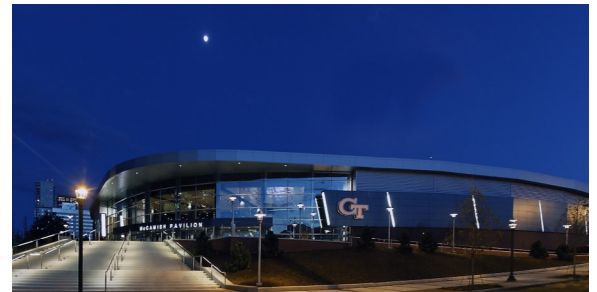
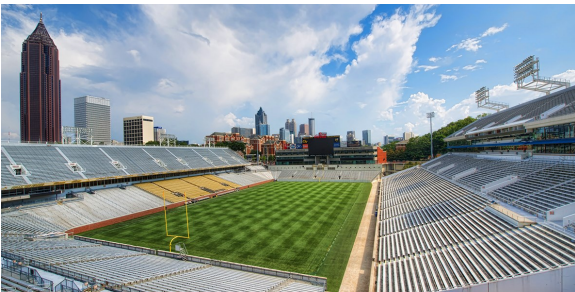


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This guide is meant to serve as a resource during your event planning process. We understand that special requests, needs and unforeseen circumstances may arise. Please contact a Georgia Tech Athletic team member with any questions or concerns.

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GEORGIA TECH ATHLETICS FACILITY INFORMATION – Addresses are listed below for your planning purposes:

- **Bobby Dodd Stadium** – 150 Bobby Dodd Way, Atlanta, GA 30332
- **McCamish Pavilion** – 965 Fowler St, Atlanta, Georgia 30332
- **O’Keefe Gymnasium** – 151 Sixth Street, N.W., Atlanta, Georgia 30313
- **Russ Chandler Stadium** – 255 5th St NW, Atlanta, GA 30313
- **Shirley Clements Mewborn Field** - 935 Fowler Street, Atlanta, GA 30332

Ask your dedicated special events team member for directions, maps and additional information on rates, space capacities, set-up limitations, furniture, available enhancements, etc.

HOURS OF OPERATION – Georgia Tech Athletic Association administrative offices are open each business day (Monday-Friday) at 8:00 AM until 5:00 PM EST. Closing hours depend on the facility event schedule. The Institution is closed on most major holidays.

EVENT COORDINATION –

- **EVENT COORDINATOR / SUPERVISOR** – A Georgia Tech Athletics team member will serve as your primary coordinator contact throughout the event planning and execution process. An event supervisor will be on-site to assist with all of your needs on event day.
- **SITE VISITS** – Georgia Tech Athletics facilities are available during select times for site visits and meetings. We strongly recommend scheduling a walk-through with your event coordinator during the planning process to discuss logistics and other details.
- **FLOOR PLANS / LOGISTICS** – Floor plans and logistics must be finalized at least (30) thirty days prior to your event. Non-standard furniture needs will be subject to additional charges. Additional fees may apply for set-up or logistical changes unless licensee notifies Georgia Tech Athletics coordinator at least five business days in advance. Floor plan and logistical change requests cannot be guaranteed within five business days of the event.
- **PREFERRED VENDORS** – Georgia Tech Athletics partners with several preferred vendors for a variety of services, including catering, hotel accommodations, audio-visual/production, décor, photography, transportation, floral, wedding planning, etc. Please contact your event coordinator for a preferred vendors list and for more information.



FACILITY LEASE AGREEMENT - Once your event has been confirmed with our office, a facility lease agreement (or internal reservation form) will be provided to confirm date/time/location and other pertinent information. Please thoroughly review the facility use agreement, including the required Insurance, deposit fee, expense estimate and cancellation policy. Acceptance of the outlined fees, policies, terms and other obligations is acknowledged and agreed to by the contract signor's signature on the facility lease agreement. The contract signor will need to return the signed agreement by the specified due date with the required deposit and insurance to guarantee your reservation. Event expenses and any additional fees incurred will be invoiced post-event. The Institution maintains the right to require a full payment deposit, including anticipated expenses, prior to the event based on previous payment history.

Requested revisions to the facility use agreement must be approved by the Athletic Association Chief Financial Officer. Contact your special events coordinator for assistance. Fully executed copies of the contract are available upon request.

- **INTERNAL RESERVATIONS** – Institution departments and select student groups conducting official Institution business / sanctioned events will be required to complete an internal reservation form to schedule an event. Due to Institution liability requirements, third-party events sponsored by Institution departments do not fall under this category.
- **EXPENSE ESTIMATE (ATTACHMENT 1)** - An expense estimate, detailed in Attachment 1 of the facility use agreement, will be provided (also provided with internal reservation forms). The cost estimate is based on initial needs and requests and is subject to change throughout the planning process. The actual expenses, including wages and benefits, expenses and fees incurred by the Athletic Association for providing various products and services, will be billed following the event.
- **BILLING / PAYMENT** - Payments can be made by check or credit card – checks are payable to Georgia Tech Athletic Association. Final payments are due within 30 days of receipt of invoice, following the event. A late fee of 1.5% per month may be added to any payments not received within 30 days of receipt of invoice.



- **INSURANCE** (not applicable for Internal Reservations) - At least thirty (30) days prior to the event, licensee shall provide a certificate of insurance or other acceptable evidence showing insurance coverage as indicated below:
 - Commercial Insurance Requirements :

1. Personal Injury and Advertising	\$1,000,000 per Occurrence
2. Contractual	\$1,000,000 per Occurrence
3. Fire Legal	\$1,000,000 per Occurrence
4. General Aggregate	\$3,000,000
5. Workers' Compensation	\$100,000
6. Property Damage	\$100,000
7. Excess Umbrella	\$2,000,000 per Occurrence
8. Excess Umbrella Aggregate	\$2,000,000
 - Individual Insurance Requirements:

1. General Liability Insurance	\$1,000,000 per occurrence
2. General Aggregate Insurance	\$2,000,000
 - State and other governmental agencies that are self-insured shall provide a letter stating that fact and the coverage limits for such insurance on departmental letterhead.
 - **INSURANCE SHALL NAME BOTH GEORGIA INSTITUTE OF TECHNOLOGY AND GEORGIA TECH ATHLETIC ASSOCIATION AS ADDITIONAL INSURED AND INCLUDE THE EVENT DATE, INCLUDING APPLICABLE LOAD-IN AND OUT DATES.**
 - A sample insurance form is available upon request.
- **ALCOHOL USE POLICY** – The Georgia Institute of Technology President’s Office requires an Alcohol Event Prior Authorization Form to be submitted for approval prior to any event where alcohol is served. Georgia Tech Athletics will submit this form and inform you of its acceptance. Once approved, Georgia Tech Athletics requires an Alcohol Service Agreement to be signed. The Alcohol Service Agreement needs to be completed and submitted as early as possible and a minimum of at least 10 business days prior to your event or no alcohol will be served. The Georgia Institute of Technology also requires a minimum of one Georgia Tech Police Officer on site for any event serving alcohol. Your event representative will provide the form and additional information.
- **STANDARDS AND PRACTICES** –To protect the health, welfare and safety of guests and visitors, Georgia Tech Facilities Management regulates facility use/layouts and may require permits for select activities and facility/equipment needs. In addition, the Georgia Tech Environmental Health and Safety Office requires certain standards and practices that must be adhered to for applicable events.

RENTAL / FACILITY USE RESTRICTIONS –

- **EVENT SCHEDULING POLICY** – Georgia Tech Athletic Teams will always have first priority at each facility and no event will interfere with any Varsity practice, game, or other scheduled event. Special Events are not scheduled the Thursday or Friday prior to, Saturday of, or Sunday following a home football game. Special Events are also not scheduled adjacent to any Athletics sporting event.

To allow sufficient time for planning, staffing and execution, we ask that event reservations be made at least 30 days in advance and no more than three years in advance. Event reservation requests will be accepted up to two weeks (10 business days) in advance of your event, but will be subject to a surcharge. All event reservations will require approval by facility management and other pertinent personnel.

- **ROOM CAPACITIES AND GUARANTEES** – The spaces reserved have capacity limits: if the number of guests change and the room is no longer large enough or is too large, Georgia Tech Athletics will work with the Licensee to make alternative spaces available and to adjust the charges accordingly. It is the Licensee's responsibility to notify Georgia Tech Athletics of changes in the number of attendees with respect to any function. It is up to the discretion of Georgia Tech Athletics personnel that if proper notice is not received within 10 business days of the event, accommodations may not be available. If no change is received, the original number expected will be used for the setup.
- **MULTI-USE FACILITIES / CHANGES IN FACILITY SCHEDULE** - Georgia Tech Athletic Facilities are home to multiple sports teams including Yellow Jacket football, basketball, volleyball, baseball and softball. In addition, the Yellow Jacket Marching Band, Campus Recreational Center and multiple departments within the Institution utilize these facilities on a priority basis for practice, competitions, camps, etc. throughout the year. Occasionally, Athletics entertains and grants requests to host large-scale concerts and events on campus, including Bobby Dodd Stadium, McCamish Pavilion, and other Georgia Tech Athletics facilities. Our multi-use facilities may only be booked for events three years in advance. Georgia Tech Athletics also reserves the right to delay confirmation of an event to await a sports final schedule release.

If there is an unforeseen change in the facility schedule which conflicts with your event, we will work with licensee in advance to determine a date that is acceptable to accommodate both the Licensee and Georgia Tech Athletics. If the Licensee and Athletics cannot agree on a solution that works for both parties, all monies paid to the Athletic Association minus the event expenses that have been incurred will be reimbursed.

- **EVENT CONFIRMATION** – Event dates and spaces will only be confirmed after receiving the following from the Licensee by the specified deadlines:
 - o Signed / Dated Facility Use Agreement or Internal Reservation Form
 - o Certificate of Insurance (if applicable)
 - o Deposit or EFS Account Number



A Georgia Tech Athletics event coordinator will work with licensee to obtain this information. If the required documents/payments are not received at least thirty (30) days in advance of your event date, the event may be cancelled at the discretion of the Athletic Association.

- **EVENT CANCELLATION** - Licensee acknowledges that, except for an event of Force Majeure (defined in facility use agreement), a cancellation of the event is a breach of Licensee's use agreement obligation. If a cancellation occurs after this agreement is signed by the Athletic Association and Licensee, Licensee will provide a written cancellation notice and pay a cancellation fee (in addition to the deposit) according to the schedule outlined in the facility use agreement/internal reservation form.
- **GAME DAYS**— Georgia Tech Athletic Facilities are not available for use on the Thursday or Friday prior to, Saturday of, or Sunday following a home football game. Special Events are also not scheduled adjacent to any Athletics sporting event.
- **HOLIDAYS** – If the event occurs on a Institution holiday, licensee will be charged a peak / time and a half rental rate and any additional expenses that may be incurred.
- **RIGHT OF REFUSAL** - The Athletic Association will not enter into use agreements for the use of its facilities for events or programs by non-Institution entities whose primary purpose for the request is the sale, solicitation or promotion of goods or services, adult entertainment, or gambling. The Athletic Association reserves the right to refuse to enter to an agreement at its discretion.
- **PROPERTY LOSS** - The Athletic Association is not responsible for loss of or damage to any personal property of Licensee, its guests, agents, employees or invitees, brought into the Facility or onto Institution property in connection with the event. The Athletic Association has the right to remove, replace, place in storage or dispose of any such personal property left in the facility or elsewhere on Institution property following the event at the Licensee's sole expense.
- **FACILITY DAMAGE** - Licensee shall return possession of the facility to Athletic Association at the conclusion of the event in the same good condition as on the initial date of possession by Licensee. Any damage or loss to the facility property or equipment shall be reported immediately to facility or event personnel. Licensee is responsible for damage or loss to the facility, equipment or property by agents, service contractors, employees, guests, participants, vendors, exhibitors or those connected with the event (includes load-in/out) and shall reimburse Institution for excessive cleaning costs and all expenses incurred for repairs or replacements. It is encouraged to schedule a walk-through to verify the condition of the space/s utilized prior to the event.
- **INSTITUTE AND ASSOCIATION MARKS, BRANDS, LIKENESS**- The Georgia Institute of Technology and The Georgia Tech Athletic Association prohibit the use of marks and brands of the Institute and/or Athletic Association in any filmed production or in any promotion of any event, except for the limited purpose of identifying event location in advertising or other notices, without the prior written consent of Georgia Institute of Technology's Office of Institute Communications.



- **ADVERTISING, SPONSORSHIPS & EVENT PROMOTION** - Licensee shall acknowledge that the Athletic Association is a party to certain exclusive contracts and agrees to obtain the prior written approval of Institution with respect to third-party advertising and sponsorships for the event (e.g. Coca-Cola). Advertising, promotion or ticket sales for any event are not permitted prior to Licensee's execution of the facility user agreement.

Advertising inventory in and around Georgia Tech Athletic Facilities is managed by Georgia Tech IMG Sports Marketing. If you are interested in advertising and promotional opportunities, please contact the Georgia Tech IMG Sports Marketing office at 404.733.1130.

- **DÉCOR, FLOOR PROTECTION & SIGNAGE** - Licensee will be permitted to display and decorate pending facility approval. Standard guidelines include, but are not limited to the following:
 - Decorations may not be stapled, taped, adhered to or nailed into any walls, windows doors or ceilings.
 - Helium-inflated balloons are not allowed (air-inflated balloons are permitted).
 - Glitter, sparklers, confetti, streamers or similar items are not permitted
 - Open flames of any kind are not permitted
 - Décor and signage shall not cover Exit signs.
 - Items cannot block any entryway, path, exit, stairwell, or hallway at any time.
 - Permanent signage may not be altered or removed.
 - Users will be responsible for the removal and proper disposal of all user signage and décor at load-out immediately following the event.
 - GTAA maintains the right to remove or prohibit unauthorized or improper signage or décor at its discretion.
 - Fog/Haze/Pyrotechnics are not permitted in certain areas of the facility and require permitted, insured and licensed technicians. Proper approval and prior written consent from facility management is mandatory.
 - The use of heavy/industrial tape on the carpeted areas is prohibited. If taping is necessary on this surface, gaffer's tape must be utilized.
 - Floor protective measures may be required to avoid damage due to liquid displays, heavy materials, vehicle load-in/out, etc. (ex. plywood, tarp, carpet).
 - Display vehicles, trucks and / or carts carrying heavy equipment/displays may be required to utilize wheel covers to protect concrete from marking and damage.
 - Damage, additional cleaning, tape/residue removal and/ or labor services resulting from improper use of décor and signage will be billed to the Renter or Lessee.
- **FOOD & BEVERAGE SERVICE** - Sodexo is exclusive provider of food service areas within Georgia Tech Athletic Facilities. Any use of these areas would require your event to utilize Sodexo services, unless otherwise specified by Sodexo directly to Georgia Tech Athletics.

The Institution Office of Risk Management requires GTPD presence for the event and an alcohol use form to be completed and submitted at least 15 days in advance of your event for the service of alcoholic beverages. Alcohol service must end 30 minutes prior to the event end time (no later than 11:30 pm).



- **AUDIO-VISUAL PRODUCTION SERVICES AND EQUIPMENT** - Audio-visual equipment and services are available for a fee (projector & screen, laptops, microphones, hard line connections, conferencing equipment, flip charts, easels, etc.). Equipment is subject to availability and must be confirmed in advance.

A Georgia Tech Athletic Association audio-visual technician is required to operate the house equipment and provide standard services for an hourly fee to include set-up and tear down. Equipment specifications are available by request.

PowerPoint presentations, video/DVD files or graphics displays must be provided at least one week (5 business days) in advance of your event. Requests received within one week of the event cannot be guaranteed. For best quality, it is strongly recommended that PowerPoint presentations and DVD programming use a wide-screen format (16:9 ratio). Please include information about presentation audio needs in advance. Ask your dedicated special events coordinator for more information about available house equipment and audio-visual services.

- **WIRELESS INTERNET / WIRED ETHERNET ACCESS / PHONE** - Wireless and hard-line internet as well as telecommunications and ISDN access are available in specific areas of each facility. Phone lines, if needed, can be utilized based on availability. A Georgia Tech Athletic event coordinator can provide the various available options and pricing based on specific event needs.
- **VIDEBOARD AND LED USAGE** - Several Athletic Facilities contain HD video boards and fascia displays available for use at special events (pending availability). A usage and production fee is required and can be provided by an event coordinator based on event needs.
- **PARKING & TRANSPORTATION** - Georgia Institute of Technology Parking & Transportation Services manages and operates surrounding campus parking facilities and lots. Licensee will have the option of general parking (guests pay), reserved parking (licensee pays for guests) or purchasing coupons in advance (licensee pays for guests, but spots are not guaranteed in the lot). Your Georgia Tech Athletics representative will confirm options for you upon request. Currently, valet service is not available.
- **LOST & FOUND ITEMS** – Property found and turned in following your event will be recorded and stored in the facility operations office. Please contact your event coordinator to inquire about lost items.
- **SMOKING POLICY** -There is no smoking permitted on any University System of Georgia Campus.
- **FIRE / SAFETY REGULATIONS** – Licensee, service contractors, event producers, vendors and exhibitors must comply with all applicable federal, state and municipal fire codes, OSHA regulations and all other applicable laws and regulations.



- **EMERGENCY PROCEDURES** – Each Georgia Tech Athletic Facility has trained facility personnel on-hand to act in case of an emergency (inclement weather, medical, etc.). Please report all emergencies directly to the facility event personnel. Your on-site supervisor will be in close communication throughout the event should any emergency situation arise during your event. Please check with your event coordinator for more information prior to your event.
- **FEEDBACK / REFERRALS** – We strive to continually improve and provide a superior experience for our guests. You may receive a request to complete a brief survey post-event; we thank you in advance for your feedback.

Thanks again for choosing Georgia Tech Athletics. We look forward to your event!

