Room Reservation Agreement

Thank you for choosing Georgia Tech Savannah (GTS) for your event. We look forward to serving you. Please read the complete contract regarding your event needs and communicate any necessary changes to the Reservation Coordinator, Natalie Cosner at: 912-966-7924 or nac@gatech.edu.

Customers will be invoiced in advance for all rental fees. Payments are due in full prior to the day of the scheduled event. Payable by: Visa/MasterCard, check, or journal entry (for departments within Georgia Tech).

Terms and Conditions:

GTS reserves the right to assign rooms on an as-needed basis per business meeting requirements.

GTS expects all rooms to be returned to the state they were in at the time of the rental. If tables and chairs have been moved, please return them to where they were at the time of your arrival. Please make sure you clean up after your event. Our cleaning service will take out trash left in trashcans but will not pick trash up off the floor, tables, etc. All food and beverage items must be removed by the customer.

Absolutely no nails, tacks, pushpins, tape, or any other type of hanging mechanism may be put on the walls, furniture, or sideboards in the classrooms. Whiteboards may be used. Whiteboard markers will be provided by GTS (**no other markers should be used on the whiteboards**). GTS cannot provide any type of office supplies. This includes pens, pencils, paper, flip charts, etc. GTS cannot provide administrative business services including long distance phone usage, faxing, copying, and computer access.

Use of Facilities

The customer agrees that GTS facilities are to be used for educational purposes, for economic development activities for the benefit of the greater Savannah region, and for selected events of a public-service nature. The facilities are not intended to be used for social events or for sales presentations and the like. The customer agrees that any sales conducted on the premises will be incidental to the educational, economic development, or public-service nature of the program and agrees to accept full responsibility for all tax obligations, including local and state sales taxes, associated with such sales. GTS reserves the right to cancel any event not in conformance with this policy.

Parking Permits

There is ample parking on the GTS campus. Rental customers and their participant's are free to park in any of the front parking lots, however they should refrain from parking in the small visitor parking lot located in the middle of campus. All participants are required to display a parking permit on the dashboard of their cars (weekdays from 8 am to 5 pm). Parking permits will be issued by the Reservation Coordinator and will be available the morning of the rental. The customer is responsible for insuring that each participant receives and displays a parking permit. The fine for not displaying a GTS parking permit is $50.

Catering

GTS provides catering services through an independent contractor, Deirdre Mitchell Enterprises, who manages our on-campus café, The BuzzCafé. Catering services should be arranged through the Reservation Coordinator. No outside catering is permitted.

Food and beverages are not permitted in classrooms with computers at each desk. No alcohol is permitted on the premises. All food and trash must be cleaned up by either the caterer or the customer. Please do not leave leftover food or trash on tables or floors. For rentals ending prior to 6:00 pm, the campus cleaning service will dispose of the trash that is in the trashcans provided. For rentals ending after 6:00 pm, the caterer or customer will be responsible for taking the trash from the trashcans to the dumpster.

Damage to Facilities or Equipment
The customer agrees to compensate GTS promptly for any damage caused to GTS facilities and/or equipment by the customer, its agents, employees, or attendees.

Equipment
If the customer would like to bring in outside equipment into GTS facilities, arrangements should be made with the Reservation Coordinator in advance. All carts, coolers, hand-trucks, or other wheeled mechanisms may only be rolled in through side entrances. The customer agrees the GTS cannot accept responsibility for any equipment the customer uses at the facilities. In particular, the customer agrees to be responsible for all set-up of equipment brought on site, to ensure that his equipment does not interfere with any of GTS's equipment or systems to check all voltages and connections prior to installing any equipment, and to repair any damages to the facilities caused by such equipment.

GTS includes the following equipment with the room rental if needed: presenter PC, digital projector, and TV/VCR. **We ask that the digital projector be turned off before leaving (directions provided in the classroom).** Arrangements must be made in advance with the Reservation Coordinator if any other type of A/V equipment is needed or will be brought into the room by the customer. Specific arrangements will be made for the customer to meet with our A/V specialist to set-up the equipment. If the customer does not arrive at the scheduled time, there is no guarantee the A/V specialist will be able to set-up the equipment at a later time and therefore A/V equipment will not be available for customer use. Once the equipment is set, the A/V specialist will not be available for additional assistance.

Most classrooms have video conferencing capabilities. If a connection is needed the charge for an IP connection is $30/hour. This price includes a facilitator for each hour a connection is needed. We require a facilitator in the room to set and maintain the connection. We also offer videotaping services. The fees for videotaping are $5 for each tape (standard VHS tape) and $15/hour for the facilitator. Additional fees may apply for evening and weekend rentals.

Wireless Internet
GTS has wireless Internet capabilities throughout the campus. Campus visitors who have a wireless-ready laptop may access the wireless Internet via *wanderingwifi*/GTvisitor (with a credit card) for $10/day. Please make sure participants are aware of this fee. Group rate passes may be purchased for a discounted rate of $5/day. Group rate passes must be purchased **in advance** through the Reservation Coordinator. They cannot be purchased on the day of the event by individual attendees. Charges will be added to the rental invoice. If needed, the Reservation Coordinator will provide login information and instructions on how to access the *wifi*.

Cancellations
Cancellations require a minimum of 72 hours notice for refund. Cancellations made less than 72 hours prior to the start of an event will be charged 50% of the room rate.

Force Majeure
The performance of the Agreement by either party is subject to acts of God, government authority, terrorism, disaster, strikes, civil disorders, unavailability of transportation facilities consistent with those in existence at the time of contract, or other emergencies, any of which make it illegal or impossible to provide the facilities and/or services for a meeting. It is provided that this Agreement may be terminated if any one or more of such reasons by written notice from one party to the other without liability.