

# RESERVATION POLICY

## Off-Campus Clients

### Requesting Space

Off-Campus Clients are permitted to request space in the Exhibition Hall, or West Village Dining Commons using the [online request form](#). Event requests are processed during normal business hours (Monday – Friday between 8 a.m. - 5 p.m.). A representative from our Event Services Team will respond to your request within two (2) business days.

### Hold Policy

Off-Campus Clients are permitted to hold space while inquiring about space availability and quotes. A \$150 non-refundable deposit is required to hold space. Multiple dates for the same event can be held for up to seven (7) business days. Once the group has the opportunity to explore feasibility for their event, they are responsible for cancelling any holds placed on spaces that will not be used.

### Logistics Meeting

To ensure the success of an approved event, an on-site consultation will be required prior to space confirmation.

### Facilities Use Agreement

In accordance with the [University System of Georgia Board of Regents Policy](#), all off-campus clients wishing to reserve space on the Georgia Tech campus are required to execute a facilities use agreement and obtain liability insurance. Once event details have been confirmed with the Event Coordinator, the facilities use agreement will be sent electronically for signatures via DocuSign.

### Insurance Requirements

Commercial General Liability (CGL) insurance is required for all off-campus clients using Georgia Tech facilities. Non-youth program events fall within one of two tiers based on event size. Events for youth under the age of 18 should follow the youth programs registration process and insurance requirements.

### Tier I Events

Tier I events are those located in the following spaces: **Exhibition Hall:** Midtown, or full facility rentals; **West Village:** Classroom 175. Additionally, any event with alcohol regardless of the space reserved is considered a Tier I event.

The CGL insurance for Tier I events shall provide at minimum the following limits:

Coverage:	Limits:
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$300,000 Any one premises
Personal & Advertising Injury	\$1,000,000 Any one person/organization
Products/Completed Ops. Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Commercial Umbrella Liability	\$2,000,000

**Tier II Events**

Tier II events are those located in Exhibition Hall meeting rooms, or West Village meeting rooms and small classrooms.

The CGL insurance for Tier II events shall provide at minimum the following limits:

Coverage:	Limits:
Each Occurrence Limit	\$1,000,000
General Aggregate	\$2,000,000

**Certificate of Insurance (COI) | Tier I and Tier II Events**

All CGL insurance policies must adhere to the following requirements:

- The policy covers the time period in which the event takes place.
- Insurance company is licensed to do business in the State of Georgia and must be rated at least “A-” Class “VII” in the most recently published Best’s Insurance Report.
- “Georgia Institute of Technology” should be listed as Certificate Holder.
- “Board of Regents, Georgia Institute of Technology, including its officers, employees and agents” should be listed as Additional Insured.

COI should be submitted through the [COI submission form](#) at least **two (2) weeks prior** to the start of the event to be reviewed.

**Deposit**

A deposit in the amount of \$150 is due in order to hold the space reservation. The Events and Reservations team is unable to hold dates without a deposit. The deposit is non-refundable and is forfeited if the reservation is cancelled.

**Pre-Payment**

Final payment for the remaining balance is due at least **two (2) weeks prior** to the event date. Acceptable methods of payment are cash, business or certified check, money order, and Visa or MasterCard credit cards. All checks should be made payable to the Georgia Institute of Technology. If changes to the event (i.e. requesting additional equipment) after final payment is received, payment must be made within thirty (30) days of receiving the invoice.