



YOUTH PROGRAMS | NON-GT AFFILIATES

In accordance with the Georgia Tech [Youth Programs policy](#), all youth programs and activities hosted on the Georgia Tech campus must be registered through the Youth Compliance Office.

REGISTRATION PROCESS

Non-Georgia Tech Affiliates should follow the following procedures to register their youth program:

1. Request Space via the [space request form](#) for most SCEC Event Spaces. For Tech Rec, Paper & Clay, Graduate Student Lounge, or Multicultural Programs Spaces, visit the corresponding pages at <https://studentcenter.gatech.edu/> for space reservations forms.
2. Once space has been identified as available for the event and the deposit is paid, the [youth programs registration form](#) should be submitted. This should occur about **90 days prior to the start of the reservation**. Keep in mind the following while filling out the registration form:
 - a. Ensure program name and organizing entity is uniform throughout the registration form, facilities use agreement, certificate of insurance (COI), and mirrors the event name submitted through the space request form.
 - b. List all of the facilities and facility staff. The facility contact is the SCEC staff member managing reservations.
 - c. If submitting a registration form for multiple programs, ensure the dates, schedule, participant numbers, and chaperone numbers are included for each program.
3. COI should be submitted through [the COI submission form](#) to be reviewed by the Youth Programs Compliance Specialist. The COI should be submitted at least **two (2) weeks prior to the start of the reservation**.
4. Simultaneously, event details will be finalized with the SCEC staff member managing reservations.
5. Finally, a facilities use agreement must be executed and reservation paid in full at least **two (2) weeks prior to the start of the reservation**.

INSURANCE REQUIREMENTS

Commercial General Liability (CGL) insurance covering the period of occupancy and use of the premises. The CGL shall provide at minimum the following limits:

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

Additionally, please ensure:

- 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 the Certificate Holder.
- “Board of regents, Georgia Institute of Technology, including its officers, employees and agents” should be listed as Additional Insured.

To ensure CGL insurance meets the requirements, we recommend sharing the information above with your insurance broker.