Georgetown University LAW CENTER
Policies for External Organization’s Use of Facilities

- EXTERNAL ORGANIZATIONS may rent Georgetown University Law Center facilities subject to availability, if:
  a. the event does not conflict with a similar campus activity
  b. the event is appropriate to the size of the facility
  c. the event is appropriate to the Law Center’s educational mission
  d. the event is not in conflict with Law Center standards
  e. the event is open to members of the Law Center community (and free of charge except when there are direct food or materials costs incurred)

- EXTERNAL ORGANIZATIONS requesting use of Law Center facilities must submit a copy of their agenda or a schedule of events, along with copies of all public relations materials related to the event prior to their distribution. Organizations that do not provide an agenda will not be considered for space rental.

- EXTERNAL ORGANIZATIONS approved to use Law Center facilities must also provide written evidence of COMPREHENSIVE GENERAL LIABILITY INSURANCE at least 48 hours prior to occupancy. The minimum limits of this insurance coverage must be in the amounts of $1,000,000 each occurrence. The insurance policy is required to name as the insured the individual or organization, and as the additional insured “the President and Directors of Georgetown University and its Agents and Employees as their interest may appear.” In addition, the University reserves the right to require limits above these minimums when in the sole opinion of the University such higher limits are justified.

- EXTERNAL ORGANIZATIONS approved to use Law Center facilities must abide by the Law Center Alcohol Policy, which dictates that only beer and wine be served at on-campus events.

- EXTERNAL ORGANIZATIONS approved to use Law Center facilities must abide by the Law Center External Group Catering Policy, which requires all catering to be provided by Bon Appetit, the in-house caterer.

- Cancellations of events due to circumstances beyond the control of Law Center (such as weather, etc.) or because of the violation of Law Center policy are not the responsibility of Georgetown University Law Center. Cancellations must be communicated to the Office of Special Events 48 hours prior to the scheduled event. EXTERNAL ORGANIZATIONS will be charged for all rental fees for events cancelled with less than 48 hours notice.

- All advertising must be approved by the Office of Special Events prior to publication or posting. Adherence to all Law Center policies regarding placement of publicity materials is required. Student message boxes are for internal communication only and may not be used for the placement of advertisements for an EXTERNAL ORGANIZATION’s use of facilities. No advertisements or directional information may be taped to doorways, windows, or painted surfaces.

- If a particular event warrants substantial time and labor of Special Events staff, it is at the discretion of the Director of Special Events to assess a service charge of $150 to the EXTERNAL ORGANIZATION. The Law Center does not function as a Conference Center or provide conference center services; therefore Special Events staff will not be dedicated to planning external events and will serve only as a site manager for space rental. It is the responsibility of EXTERNAL ORGANIZATIONS to plan, staff and manage all aspects of their own events, registration areas, etc.

- The security of any equipment or supplies brought into any area by an EXTERNAL ORGANIZATION is not the responsibility of the Law Center. No equipment or supplies shall be left in any rented space overnight. The Law Center will not be able to facilitate the acceptance of boxes or shipments prior to events due to limited space. Please make other arrangements for materials shipments.

- A damage deposit may be required at the discretion of the Director of Special Events. Prior to their event, EXTERNAL ORGANIZATIONS must inspect the facility and equipment provided (lectern, chairs, tables, etc.) for damage and report any problems to the Office of Special Events. This will prevent charges for pre-existing damage.

- General clean-up is the obligation of the EXTERNAL ORGANIZATION. Lobby and nearby areas must also be cleaned of loose trash. A standard cleaning fee will be assessed to all groups using Law Center space. In addition, a charge equal to the labor costs may be assessed if necessary. If a particular event warrants extra facilities staff, it is at the discretion of the Director of Housekeeping to add additional personnel as required. The EXTERNAL ORGANIZATION must incur any additional expense for this service – there is a four-hour minimum charge.

- Audio Visual and Facilities services (room set-up) and staff are not included in this letter of agreement. These services may be arranged with the assistance of the Office of Special Events. This will require a walk-through at least two weeks prior to the event. The EXTERNAL ORGANIZATION must incur any additional expense for these services. Law Center audio visual and facilities services are not available on Sundays and holidays. Requests made less than 72 hours in advance cannot be accommodated.

- Parking is not included in this letter of agreement and is not available.

- It is understood that an EXTERNAL ORGANIZATION’s activity may need to be moved to another location to accommodate a change to the Law Center class schedule or to allow for a Law Center event. If this should happen, the EXTERNAL ORGANIZATION will be notified as quickly as possible and every effort will be made to reassign the EXTERNAL ORGANIZATION’s activity to a comparable space.

Rental Fees must be paid in full two weeks prior to the event and before use of any LAW CENTER facilities is permitted. Rental fee checks should be made payable to “GEORGETOWN UNIVERSITY LAW CENTER” and sent to the Office of Special Events, 600 New Jersey Avenue NW, Room 539 Washington, DC 20001.

I have read and understand the Georgetown University Law Center’s policies on advertising, alcohol, cancellations, additional fees, security, and insurance requirements. I understand that the Law Center does not function as a Conference Center, therefore my organization will be fully responsible for complete management of our event. I agree to comply with all regulations herein. I understand that failure to abide by these policies may result in the cancellation of my reservation.

External Organization’s Representative’s Signature __________________________ Date ________________

Revised August 2010