Sunny Gables Alumni House Facility Use Agreement

LaGrange College Alumni Association  Date of Request ______________________

Thank you for your interest in Sunny Gables Alumni House. Please complete one of the following appropriate boxes and fax to Events Coordinator, 706-880-8296. The request may be emailed to lcservices@lagrange.edu. Submission of this request certifies that the person responsible has read and agrees to all operating policies and guidelines contained in the Alumni House Facility Policy. Your request is not guaranteed until confirmed by the Events Coordinator. If confirmation or notice that confirmation will not be granted is not received within five business days of submitting your request, contact the Events Coordinator at the above email or phone 706-880-8296.

<table>
<thead>
<tr>
<th>College Sponsored Event (internal only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Name _______________________</td>
</tr>
<tr>
<td>Name of person requesting facility use</td>
</tr>
<tr>
<td>Contact number _________________________ Email _____________________________</td>
</tr>
<tr>
<td>Onsite coordinator _____________________</td>
</tr>
<tr>
<td>Contact number _________________________ Email _____________________________</td>
</tr>
<tr>
<td>Date of event _________________________ Time of event ______________________</td>
</tr>
<tr>
<td>Purpose of event _______________________</td>
</tr>
<tr>
<td>Space requested:  [ ] House  [ ] Grounds  Estimated number of guests ___________</td>
</tr>
<tr>
<td>Food or beverage served? _____________ Alcoholic beverage? ____________________</td>
</tr>
<tr>
<td>Caterer ______________________________</td>
</tr>
</tbody>
</table>

Endorsed by LaGrange College President or Vice President of appropriate Administrative Division.

| Name ________________________________ |
| Title ________________________________ |
| Date ________________________________ |

For internal use only
Setup and Special Requests

Please briefly describe your desired room and/or outside setup (attach a diagram)

Please state any special requests or needs that may impact the outcome of your event.
Operating Guidelines:

1. Sunny Gables may not be utilized for partisan political activity, political or interest group fundraisers.

2. Events open to the public or by general announcement are strictly prohibited. All events must be by written invitation only.

3. Any College department, College organization, or individual reserving the house must be the same as the one that will utilize the facility for the originally stated purpose. The person requesting the facility is responsible ensuring the operating guidelines are followed.

4. Campus Services is responsible for opening up the building, but does not stay for the duration of the event. Keys or alarm codes are not distributed to individuals.

5. Onsite Coordinator is responsible for ensuring all appliances are turned off, all doors are locked (check all locks on each door, not just the safety chains on the porch doors), alarm set and all lights are off before leaving the premises. All lamps need to be turned off; lights in the display cabinets in the dining room need to be turned off. Call the Police Department (which is our Campus Security) at (706) 883-1700 or 911 to have the building locked and alarm set before leaving the premises. (ARAMARK, the College’s caterer has a key and alarm code.)

6. No posters, charts, signs, decoration or other items may be attached to walls, doors, and stairways or hung from the ceiling or light fixtures. Glitter, table sprinkles, and confetti are not allowed.

7. Smoking is not permitted in the house and is only permitted outside.

8. No tents may be erected without prior permission from the Events Coordinator.

9. Vehicular traffic on any lawn is not permitted.

10. No furniture/sculptures/art may be moved without approval from the Campus Events Coordinator.

11. Removal or pruning of plant material is not permitted.

12. Repairing or replacing any damaged furniture or equipment and the covering of any necessary cleaning costs, is the responsibility of the sponsor of the event.


14. The Offices of Alumni and Family and Development, housed in Sunny Gables, does not provide support for meetings/events held in the facility.
15. The only candles that may be burned are ones that are in the approved crystal candle holders that belong to Sunny Gables Alumni House. You must supply candles. Sterno is only allowed under serving dishes on the dining room table and sunroom table. NO OTHER OPEN FLAMES ARE ALLOWED.

16. Events should be timed to stay within the boundaries of city ordinances, such as the Noise Ordinance.

17. Parking spaces are limited. Only 40 spaces are available in the parking lot; first come, first served.

18. LaGrange College Alumni, Trustees, Leadership Council members, Faculty and Staff hosting personal events at Sunny Gables are required to purchase a $1,000,000 general liability insurance policy and submit proof of the policy to the Events Coordinator 10 days prior to the scheduled event.

19. Caterers should follow the above guidelines. Additional time can be arranged for caterers to have necessary preparation time. Other guidelines for caterers follow:

A. Caterers who have not used the Sunny Gables catering kitchen must visit the facility at least five (5) business days before the scheduled event for facility orientation and a tour. (*see below for approved caterers) At that time the caterer must provide the Events Coordinator copies of their Business License, their certificate of liability insurance, and their Georgia Department of Health certificate. Caterers will be required to sign the attached statement regarding liability and insurance.

B. Designated servers of alcoholic beverages may at their discretion deny alcohol service to anyone in attendance at an event. (Prudence suggests that the caterer immediately inform the event sponsor whenever such action has occurred.)

C. All catering staff personnel must be clearly identified.

D. Caterers are responsible for the supervision and conduct of their employees and all subcontractors.

E. Sterno is permitted on the dining room and sunroom serving tables and approved areas outside.

F. No storage space is available for event materials prior to, during, or after an event. All materials are to be delivered during the allocated set-up time and must be collected and removed from Sunny Gables at the conclusion of any event or in accordance with any special arrangements made with the Events Coordinator.

G. No tableside cooking is allowed. Electric or sterno warming trays may be used as required. Electrical cords must not cross any area accessible to guests. The Events Coordinator reserves the right to require modification to any service plan/set-up deemed unsafe.

1/11/2007
H. Caterers are required to place an adequate number of bussing trays or attractive trash receptacles in all event spaces and have a plan for removal and replacement as required.

I. At the conclusion of events, caterers are required to deposit all trash in the assigned outside area, insuring containers are closed and secure.

J. All ice containers will be collected from the event spaces. Ice will be discarded.

K. The catering kitchen and dish room must be cleaned: all counters must be wiped down and appliances turned off. Kitchen floors must be swept and mopped.

L. If the oven/warmer is used, make sure it is turned off and the water tray is emptied.

M. If the dishwasher is used, it must be emptied and the dishes returned to their storage places before all catering staff leaves the house. In no circumstances should it be left running with no one in attendance.

N. Caterers must have a clear understanding for setting up and returning tables and chairs to their appropriate storage area.

O. The catering staff must be observant for busing needs. Unattended beverage containers or used plates, etc., which have not been placed on a busing tray are to be picked up regularly and frequently throughout the event. Adequate napkins are to be provided to prevent sweating beverage containers from being placed on wood furniture.

I have read, understand, and agree to abide by the guidelines:

Onsite Coordinator ____________________________ Date ______________________

Caterer ____________________________ Date ______________________

* Approved Caterers
ARAMARK
LaGrange College
706-880-8210