



## 640 Massachusetts Avenue Space Use and License Agreement

### Event Information

Date: \_\_\_\_\_ Start Time:\* \_\_\_\_\_ End Time:\* \_\_\_\_\_

(Please be sure to include set-up and clean-up time in the times given above. All spaces must be rented for a **minimum of four hours.**)

Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Total Cost: \_\_\_\_\_

### Requestor's Information

Requestor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Cost Center (if internal to Georgetown): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

After Hours Contact Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Caterer: \_\_\_\_\_

### Terms of Agreement

1. The premises are only to be used for the agreed upon purpose during normal business hours.
2. The user agrees to abide by all additional policies found in SCS' Standard Operating Procedures, particularly those policies pertaining to alcohol provision/consumption, security, and insurance; a copy of this document can be emailed upon request (soon to be posted on SCS website).
3. It is agreed that the user should take good care of the facilities and is responsible for returning the room, including furniture, to its original condition and arrangement.
4. Furniture is not to be moved from one room to another unless authorized by the appropriate SCS Operations staff.
5. Room rental fee includes the use of standard audio visual equipment. Use of VTC (Video Tele Conference) equipment will result in additional fees (see page 3).

6. Any use of building space outside of the agreed upon room is subject to the approval of the appropriate SCS Operations staff. Use of additional spaces, including SCS common space, may result in additional fees.
7. All event guests and organizers agree to abide by the security policies of SCS, including but not limited to signing in with a photo ID at the reception desk and following all instructions from building security and Georgetown Department of Public Safety (DPS) officers.
8. SCS will not provide event participants with telephone, copies, fax, computers, printing, or any other service beyond the actual use of the room.
9. Food and drink will not be provided by SCS. Food and drink may be supplied by the user or its caterer as indicated above; SCS must be notified in advance and approve the vendor if catering is going to be used. All food, drink, and associated waste must be removed prior to agreed-upon ending time of the event. Non-compliance will result in additional fees being charged.
10. No smoking is permitted in the facilities or building.
11. No alterations, improvements, decorations, posters, or signs may be attached to the facilities and/or the building in any manner.
12. The user will be responsible for repairing any damage that occurs and repairing or replacing any personal property that was damaged or lost from within the designated room during the agreed upon rental period.
13. Georgetown University, its representatives, the landlord (BOP 650 Mass LLC) and its representatives are not liable for any damage or injuries that may occur while the user has use of the specified space.
14. Nothing herein shall be deemed to create a relationship of landlord and tenant or sublandlord and subtenant. This agreement is not a sublease. This agreement shall not create any contractual liability or duty on the part of the landlord to the user.
15. Cancellation notices must be made in writing 48 hours prior to the agreed-upon rental date and time. SCS reserves the right to charge the full or partial rental cost for cancellations or no-shows that are in violation of this policy.
16. SCS reserves the right to cancel room reservations in the event of emergencies with 48 hours notice. SCS may terminate the use at any time with written notice for cause.
17. SCS may change class room assignments for users to meet the needs of Georgetown University.
18. Unless otherwise agreed to, non-GU space users may not use "Georgetown University" or "School of Continuing Studies" in any advertising for events. SCS may also require a statement in all event materials making clear that by hosting the event, SCS does not endorse the organizer or event.
19. The user shall make payment in full at least two weeks prior to the event.
20. SCS may charge damages against deposits held and may bill for damages in excess of deposit.
21. SCS may charge custodial fees against deposits if the facilities are not left clean and neat.
22. User agrees to provide the required insurance coverage as set forth in Exhibit A, attached hereto.

## **Exhibit A**

### **Required Insurance Coverage for Users SCS Use and License Agreement**

User shall maintain, unless otherwise specified herein, comprehensive general liability insurance in the amount of at least \$1,000,000 combined single limit per occurrence/\$2,000,000 aggregate, worker's compensation coverage including employer's liability, in accordance with appropriate federal and state laws throughout the performance of this Agreement.

The comprehensive general liability policies shall include Georgetown University as an Additional Insured but solely with respect to liability arising from the performance of this Agreement. A certificate evidencing such coverage shall be forwarded to Georgetown University, Office of Risk Management, Box 571167, Washington, DC 20057 or emailed to [riskmanagement@georgetown.edu](mailto:riskmanagement@georgetown.edu).