

FOR REVIEW ONLY
Official agreement will be provided after signed quote is received

Clayton State University
Conference Services Terms of Agreement

Conference Services Hours of Operation for External Events

Monday-Thursday 7:00a-9:00p

Friday-Sunday 8:30a-11:30p

Note: Reservation times must include setup and break down.

Reservations

All reservations are made on a first come first serve basis. The client must be 21 years of age to reserve rooms. Availability of meeting room(s) will be verified after receipt of the *Facilities Reservation Form*. A quote will be provided to the client and must be signed, dated and returned via email (conferenceservices@clayton.edu) or by fax at 678-466-5089 within **ten (10) business days** of the date published on the quote. ***If the client requires catering, the quote will not be provided until Catering Services has informed Conference Services regarding ordering details.*** Once the approved quote is returned, applicable contracts for requested services will be emailed to the client. Client must adhere to the following:

1. Signed contract(s) and the non-refundable deposit, **25% of the total conference services fee**, must be submitted within **30 business days** prior to the requested date of your event/meeting.
2. Room(s) will be reserved and confirmed **after** receipt of required documents and deposit.
Room(s) will not be reserved prior to receipt of documents and deposit.

Event/meeting requests may be altered in order to manage space and/or meet a Clayton State University priority.

Exceeding Scheduled Time

Should an event/meeting exceed fifteen (15) minutes after the scheduled time, the client will be required to pay an additional \$100 before leaving the facility via cash only. Additionally, \$40 will be charged for each fifteen (15) minute interval afterwards. The scheduled time of the event includes set-up and break-down.

Acknowledge with Signature: _____

Payments

Payments must be made in the form of cash, credit/debit card, or check. Final payment is due **fifteen (15) business days** prior to your event/meeting. ***If final payment is not received within the allotted time frame, the contract(s) will be voided and the nonrefundable deposit will be retained.***

If reservations are made less than **fifteen (15) business days** prior to the event/meeting date, full payment must be made in the form of cash, credit/debit card or cashier's check only.

Government agencies will be exempted from the payment policy. An invoice will be provided to the appropriate department within the agency.

_____ **Client's Initials**

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Government & Non-profit Agencies

Government and nonprofit agencies will receive a 25% discount on facility rental space within the Harry S. Downs Continuing Education Building. Nonprofits are required to submit a copy of their 501(c)(3) Tax Exemption Letter in order to receive the discount at the time of the initial request.

Cancellation & Changes

All cancellations must be submitted in writing via email (conferenceservices@clayton.edu) or fax at 678-466-5089 to the Conference Services Coordinator. Telephone calls or voicemails will not be accepted. If client cancels, the following will apply (*if applicable, exceptions noted on the attached addendums*):

- 75% refund (excluding nonrefundable deposit) for cancellations made **ten (10) business days or more** prior to the event/meeting date.
- 50% refund for cancellations made **eight (8) business days or more** prior to the event/meeting date.
- No refund for cancellations made **seven (7) business days or less** prior to the event/meeting date.

Clayton State University will not be responsible for any expenses caused by postponements or cancellations by the client.

Cancellations will be accepted and adhered to without penalty due to acts of God, war, government regulations, disasters, strikes, civil order, curtailment of transportation facilities, or the closing of Clayton State University.

*Changes to the following are not allowed **ten (10) business days or less** prior to the event/meeting date:

- Facilities Floor Plan Layout
- Catering
- Alcoholic Beverage Policy

Facilities Floor Plan Layout (Use of Atrium & Room 101)

A walk-through appointment must be scheduled in advance for recommendation of space usage. Floor plan layouts must be approved and signed by the client and coordinator. The facilities floor plan layout form must be received via email (conferenceservices@clayton.edu) or fax (678-466-5089) no less than fifteen (15) business days prior to the event/meeting date. **Floor plan layouts are final once approved. No additional chairs, tables, or any additional fixtures within the building may be used.**

Decorations

Clients are not allowed to attach any items (i.e. nails, glue, posters, tape) to the facility windows, floors, doors or walls. Décor items within the building (i.e. lamps, easels, chairs, tables, vases, etc.) cannot be used for the event/meeting.

Catering

Catering requests must be made **ten (10) business days or more** prior to the event/meeting date. Should you need catering provided by our renowned Clayton State University Catering Services, customize your

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order on our website at <https://dinecsu.catertrax.com>, or for further assistance, please contact the following:

Halina Skrzypek
678-466-4212
HalinaSkrzypek@clayton.edu

Alcoholic Beverage Policy

Alcohol requests must be provided on the *Facilities Request Form*. Client will be responsible for providing the alcohol. Only wine and/or beer may be served. Prior approval from Clayton State University officials is required. A bartender will be on staff at the rate of \$35 per hour with a minimum requirement of four (4) hours. Alcohol will be served in the designated area(s) only and cannot be taken out of the building. All unopened containers will be repacked by Clayton State University's staff and returned to the client for removal off campus. Please see "Security" for additional information.

Lodging (available during Clayton State University's academic breaks)

Lodging requests must be provided on the *Facilities Request Form*. Lodging is available at Laker Hall. Each suite is furnished with four (4) private bedrooms (includes bed, chest, desk, chair, closet), a kitchenette (with microwave and refrigerator with freezer) and a living room (furnished with sofa, end tables and television stand).

Smoking

Clayton State University is a tobacco free environment. Smoking, or other use of tobacco products (i.e. cigarettes, cigars, electronic cigarettes, vaporizers, pipes, etc.) are not allowed on campus, indoor or outdoor areas of campus.

Internet/Audio/Visual

Internet services are complimentary on Clayton State University's campus. Audio & visual are included in all event packages.

Filming/Videography

Filming/videography requests must be provided on the *Facilities Request Form*. Prior approval from Clayton State University officials is required. University officials will ensure that the project will not interfere with the institution's core mission, values and activities. Permission to film cannot be granted until all questions on the Film Application have been answered by the client and submitted to the Conference Services Coordinator.

Any use of the names, marks, logos, trademarks, or campus icons of Clayton State University is governed by the requirements of the Board of Regents of the University System of Georgia and may not be used for the client's project without an additional required agreement from the University's Film and Digital Media Center.

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Marketing Rights

Clayton State University reserves the right to photograph events/meetings and/or participants for use in marketing materials.

Conference Services is not able to permit the sale of any items or the use of the University's name or logo on any advertising (i.e. signs, flyers, website, etc.) without the written consent of the University.

Parking

Complimentary parking is available throughout the campus for all events/meetings. Parking for events/meetings held in the Harry S. Downs Continuing Education Building is located in Parking Lot J.

Security

One security officer must be hired for events hosting more than 100 guests and two security officers must be hired if guests exceed 200. The fee will be included in the Clayton State University Conference Services Invoice at the rate of \$35 per hour, per officer. If a client wishes to serve alcohol, a security officer must be hired despite the number of guests attending.

Clayton State University does not permit third parties to provide security services for events/meetings. All accommodations are required to be executed by Clayton State University's security staff.

Damages

Standard cleanup of the facility, as well as tables and chairs, will be included in all fee arrangements. Client will be charged for damages or repairs to the facility caused by the client or client's guests.

Hold Harmless

The client agrees to hold harmless the State of Georgia, The University System of Georgia, Clayton State University and all those affiliated with these agencies including officers and employers in the event of any personal injuries, loss of life, theft or damages resulting from the use of Clayton State University's facilities and/or property.

Note: If applicable, please see the attached addendums for the following Clayton State University services in which you have contracted:

Department		Department	
Athletics		Spivey Hall	
Catering		Student Activities Center	
Lodging			

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