## **EMORY & HENRY COLLEGE**

## Contract for Rental Groups/Events - (May 15 to Aug 15) Summer Conference 2013

This contract made on the Garnand Drive, Emory, VA and	day of	, 2013 between Emory & Henry College, located at 30461
Whereas, it is the responsibility facilities for all groups, and	of the E&H Board of	f Trustees to establish standards of conduct and regulations for the use of
Whereas, E&H believes that both an intellectual and Christian com		one's goals and responsibility for one's actions are necessary to the life of
Whereas.	desire	s to utilize the for
		to be held on, and
accepts and agrees to be bound by	by the following term	s and conditions while on the College premises:
outlined in this contract under ea	nch specific area. Use	all or part of the campus must schedule the use with the proper office as of the building and furnishings are subject to the approval of each office of Priority in use is given to college-sponsored events.
individuals will not be tolerated.	Such behavior can If disruptive behavi	ssively noisy, disorderly, or which unreasonably disturbs other groups or result in immediate dismissal from the grounds and may serve as the basis or occurs such that the College deems necessary to assign a security officer,
-		H staff members. Any intentional interference in the performance of the ther institutional office is strictly prohibited.
	omprise the academi	or illicit drugs in no way contributes to the institutional ideals or to the community. Drinking, possession of alcoholic beverages or illicit drugs on
		d other personas are to be honored at all times. The weekend parking arking lots on campus. Anyone violating these regulations may be ticketed
Coordinator, Chief of Campus Po	olice, and/or other C	or other group representative must meet with the Summer Conference ollege officials as deemed appropriate. The meeting may be conducted at w-up, investigation, or damages are the responsibility of the group.
•	•	allowed on campus. The Summer Conference must be made aware of any mpleted before the group arrives.
		blems in the facility or with utilities (heat, lights, water, phone), the College it shall give no abatement in rental fees nor be liable because of temporary
	group. A chaperone	ulations are u-held. It is the responsibility of the group to provide adequate must be available at all times, including meal times and any recreational DULTS.

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Page **1** of **4** 

- 10. A Certificate of Liability Insurance must be provided with completed application for each group using any part of the Emory & Henry campus. The certificate of general liability must name Emory and Henry College as an additional insured. Please see insurance requirements form to determine the type of insurance requirements your group or event will be required to carry. Such insurance can be obtained through a local agent or online through EIIA at the web address provided below: <a href="http://www.eiia.org/">http://www.eiia.org/</a>
- 11. E&H is not liable for accidents. Each group must provide its own medical and accident coverage. The group agrees to hold harmless the College for any and all liability for bodily injury or property damage arising due to negligence on the part of the group or any group participant. Each group must provide its own insurance.
- 12. It is the responsibility of each conference group to provide appropriate insurance coverage and personnel practices as it deems necessary to comply fully with federal and state regulations covering its employees and/or agencies, including, but not limited to, workers' compensation insurance, payroll taxes, statutory benefits and other liabilities.
- 13. Personal possessions of program participants, coaches, volunteers, employees or spectators are not covered for loss or damage, including, but not limited to fire, water damage, or theft, under College insurance policies. Each conference group agrees to hold harmless the College for any and all such loss or damage.
- 14. Each conference group agrees to hold Emory & Henry College free and harmless from and shall indemnify Emory & Henry College against any and all liability, loss and damages, suits, penalties, claims and demands of every kind of nature, and expenses related thereto, including reasonable attorney's fees, arising out of any accident, injury or damage which may occur as a result of the conference group's conduct of its activities upon and use of Emory & Henry College premises under this Agreement. However, nothing in this paragraph shall be deemed to exonerate Emory & Henry College from liability caused directly by the negligence of Emory & Henry College as owner of the premises.
- 15. Any damages incurred due to the use of misuse of any E&H building, facility or property by any group will be the responsibility of said group. Said group will be responsible for paying cost of repairs or replacement, whichever is deemed necessary by the College.
- 16. No furniture other than folding chairs and tables may be moved within the building for any function without prior written approval. Unless documented in writing between the College and the renting party, under no circumstances shall the artwork or the photographs be touched, even temporarily for removal and replacement.
- 17. If food service is required within the *Van Dyke Building*, all arrangements must be made with Sodexo at (276)944-6588. <u>Food is</u> not to be brought into the building unless otherwise approved by the Sodexo Food Service.
- 18. E&H reserves the right to cancel the event due to unsafe facility conditions or weather conditions.
- 19. If additional staffing for maintenance, custodial or security services is requested by the renter, or required due to circumstances beyond the control of E&H, renter will be responsible for making payment for these services at a rate of \$20 per hour per person and for actual costs of any equipment or supplies.

## **BLAKEMORE-BUCHANAN HOUSE**

- 1. If additional staffing for maintenance, custodial or security services is requested by the renter, or required due to circumstances beyond the control of E&H, renter will be responsible for making payment for these services at a rate of \$20 per hour per person and for actual costs of any equipment or supplies.
- 2. Individuals, faculty and staff members reserving the Blakemore have up until one week from the date of arrival to cancel room reservations without penalty. After the one week deadline, the appropriate account or department will be charged and be responsible for one half the cost of the full reservation.
- 3. If the entire house is reserved for any amount of time, one half of the total cost of the reservation must be paid when the reservation is made. The amount is to be charged or paid upfront and is non-refundable.

Page 2 of 4 Initial \_\_\_\_\_\_

4. Check out is promptly at 11:00 AM so housekeeping may prepare the room for the next guest. To request additional nights; please call Judy Yoder at 276-944-6242. Late checkout will result in your being charged for another night's stay. If another guest is scheduled to arrive, personal belongs may be collected and set outside the room for you to pick up at a later time.

## SUMMER CONFERENCE

- 1. The group agrees to adhere to the following arrival and departure schedule for housing purposes. All personal possessions must be removed from the housing areas by the posted times. **ARRIVAL TIME IS 2:00 PM AND DEPARTURE TIME IS 11:00 AM.**
- 2. A telephone will be placed in the room occupied by the primary chaperone, if requested. A group may bring additional touch-tone telephones if desired. Each residence hall room is provided with local telephone service. It is recommended that one chaperone receives all emergency calls. There is a public phone in each residence hall lobby that may be used for credit card calls. Telephones are also available in the Van Dyke Center and the Martin-Brock Student Center. Calling cards are available for purchase at the Emory Mercantile.
- 3. There will be a charge for entrance keys, misplaced room keys, damaged keys, and/or keys that are not returned upon departure. These charges will be reflected on the group's statement of account.
- 4. **Setup instructions must be provided at least 7 working days in advance of the event.** If not provided in a timely manner, there is no guarantee the setup can be complete. The College shall make a reasonable effort to accommodate the group, but shall give no abatement in rental fees nor be liable because of the group failing to provide pertinent information requested. Please draw a diagram of the setup. We will do our best to make it as similar as possible.
- 5. In order to guarantee reservations, a 25% (twenty-five) deposit of the estimated cost must be paid with the return of the signed contract. Appendix A is attached with applicable rates. Billing rates applied will be in accordance with information provided on the group reservation application. Without the 25% deposit, reservations will not be guaranteed.
- 6. Accounts must be settled within 45 (forty-five) days of departure. An invoice will be mailed to the group representative within thirty 30 (thirty) days of departure. For accounts not paid within 45 (forty-five) days, a finance charge will be applied at the rate of 1% (one percent) annum. No refunds will be processed within 14 (fourteen) days of conference arrival date.

As acknow	ledgement	of	the	foregoing,	the	group	agrees I have	to endo	the rsed be	stated elow and	terms. placed my	On initials o	behalf n each pa	
Printed Name			Signature											
Representativ	ve Title				Group	Name					_			
Address					City, St	ate, Zip C	ode				_			
Home Phone					Cell Pho	one					_			
E-mail Addre	SS										_			
Emory & Hen	ry College R	epres	entativ	/e	Date						_			

Page 3 of 4

Please make all checks payable to: Emory & Henry College

Please remit payment to or contact: Jimmy Whited – Director of Housing

PO Box 947, Emory, VA 24327

(P) 276-944-6529 (F) 276-944-6930 (E)jwhited@ehc.edu

Please remit payment for

Memorial Chapel to: Michael Gess

Memorial Chapel Administrative Assistant

PO Box 947, Emory, VA 24327

(P) 276-944-6248 (E)mgess@ehc.edu



Page 4 of 4 Initial \_\_\_\_\_