

Schedule of additional fees:

Failure to vacate; Disruption of CRC and/or GTAC scheduled events:

Failure to vacate the CRC/GTAC premises following an event at the time agreed-upon in the License Agreement may result in liability for additional charges, at a **minimum of \$250**, and/or Georgia Tech declining to agree to future events requested by the host organization.

- Any event that encroaches on or disrupts the Georgia Tech Swim & Dive Team practice in any manner, without express prior written approval from Georgia Tech authorized personnel, may result in liability for additional charges, at a minimum of \$1000, and/or Georgia Tech declining to agree to future events requested by the host organization.

Additional Participants:

Permitting more than the contracted headcount for an event, without express prior written approval from Georgia Tech authorized personnel, may result in liability for additional charges, at a **minimum of \$1000**, and/or Georgia Tech declining to agree to future events requested by the host organization.

Cleaning charges:

Failure to return the event space to the condition in which it was provided and/or failure to remove trash or other items associated with the event may result in liability for additional charges, at a **minimum of \$500**, plus all direct and indirect costs incurred by Georgia Tech for the time and resources for cleaning and disposal. Additionally, Georgia Tech may decline to agree to future events requested by the host organization.

Security and Emergency Response Personnel:

Leaving the CRC/GTAC building un-secured from any point of entry (including, but not limited to, leaving doors open or propped open; leaving doors unattended by authorized personnel) by a staff member of the host organization (or employee, affiliate, invitee or contractor acting for or on behalf of the host organization) or other authorized official associated with an event, may result in liability of the host organization for additional charges, at a **minimum of \$500**, plus all direct and indirect costs incurred by Georgia Tech to remedy the security of the building. Additionally, Georgia Tech may decline to agree to future events requested by the host organization.

- All events are required to have an on-site trainer and/or Emergency Medical Services at all times during the event. Failure to provide such required personnel for the entire duration of the event may result in liability for additional charges, at a **minimum of \$5000**. Additionally, Georgia Tech may decline to agree to future events requested by the host organization.
- If the event includes minors as participants and is categorized as a minor targeted event, Georgia Tech [Youth Programs](#) compliance is mandatory. If the event includes minors as participants and is categorized as a minor targeted event, and the event host organization fails to provide the necessary personnel coverage (3 persons minimum for duration of the event) for locker room door monitoring, additional charges of a **minimum of \$500** may be assessed and/or Georgia Tech declining to agree to future events requested by the host organization.

Licensee Deliverables and Deadlines:

- If the event includes minors as participants and is categorized as a minor targeted event, Georgia Tech [Youth Programs](#) compliance is mandatory. All required Youth Programs documentation, including without limitation the Certificate of Insurance, must be complete and approved by Georgia Tech not less than thirty-one (31) days prior to the proposed event date. Failure to comply with the documentation and deadline requirements may result in liability for additional charges, at a **minimum of \$500 per week or portion thereof beyond the deadline for completion and approval of documentation**, and/or Georgia Tech declining to agree to future events requested by the host organization.
- The Certificate Of Insurance providing the required insurance coverage limits and named certificate holders and additional insureds must be submitted to, **and fully approved by**, Georgia Tech not less than thirty-one (31) days prior to the proposed event date. Failure to comply with the documentation and deadline requirements may result in liability for additional charges, at a **minimum of \$500 per week or portion thereof beyond the deadline for completion and approval of documentation**, and/or Georgia Tech declining to agree to future events requested by the host organization.
- The Georgia Tech-approved License Agreement must be executed by the host organization authorized signatory and provided to Georgia Tech via DocuSign (or other delivery method approved by Georgia Tech in its sole discretion) not less than ten (10) business days prior to the proposed event date. Failure to comply with the documentation and deadline requirements may result in liability for additional charges, at a **minimum of \$500 per week or portion thereof beyond the deadline for completion and approval of documentation**, and/or Georgia Tech declining to agree to future events requested by the host organization.

Ticketed Events:

- Events that involve ticket sales require the host organization to provide weekly written updates to Georgia Tech CRC personnel on ticket sale numbers. **Failure to provide weekly written updates may result in liability for additional charges, at a minimum of \$1000, and/or Georgia Tech declining to agree to future events requested by the host organization.**
- Host organization may not sell tickets beyond 95% of capacity of 1900 (95% = 1805). Failure to comply with the ticket sale maximum may result in liability for additional charges, at a **minimum of \$1000**, and/or Georgia Tech declining to agree to future events requested by the host organization.

No new events will be scheduled, or License Agreements signed, if any financial accounts remain unsettled.

Timeline Requirements Checklist:

- Certificate Of Insurance providing the required insurance coverage limits and named certificate holders and additional insureds must be submitted to, **and fully approved by**, Georgia Tech not less than thirty-one (31) days prior to the proposed event date.
- Youth Programs documentation, including without limitation the Certificate of Insurance, must be complete and approved by Georgia Tech not less than thirty-one (31) days prior to the proposed event date.
- Final number of event participants must be specified in writing to Georgia Tech's Event Coordinator not later than **10 days/ 5 business days** prior to the proposed event date.
- Notification of a request for food concessions at the event must be provided to Georgia Tech's Event Coordinator not less than fourteen (14) days prior to the proposed event date.
- The Georgia Tech-approved License Agreement must be executed by the host organization authorized signatory and provided to Georgia Tech via DocuSign (or other delivery method approved by Georgia Tech in its sole discretion) not less than eight (8) days prior to the proposed event date.
- The event deposit must be paid to Georgia Tech contemporaneously with the return of the signed, Georgia Tech-approved License Agreement to Georgia Tech.
- Weekly written updates providing number of tickets sold, commencing on _____, up until the date of the event, shall be provided by _____ (time) on every _____ (name weekday) to Georgia Tech's Event Coordinator.
- Notification of requested accommodations under the ADA must be provided not less than **30** days prior to the event to discuss the necessary accommodation(s) and whether Georgia Tech or Licensee is obligated to provide such accommodation(s) and discuss the management of all such accommodations.
- Notification of a request to sell merchandise at the event must be provided to Georgia Tech's Event Coordinator not less than **30** days prior to the event.