FUQUA SCHOOL

SPECIAL EVENT/FACILITY RESERVATION AGREEMENT

General Information: Please provide the requested information.	
Name/Organization:	
Contact Person:	
Home Telephone:	Work Telephone:
Address:	
Type of Event:	
Date of Event:	Hours needed: from ( ) to ( )
Name of Facility Requested:	
Approximate Number Attending:	
Alcoholic Beverages: will be served ( ) will not be served ( )	

General Public: The following information is for rentals made to the general public.

Building	Maximum Seating	Maximum Occupancy	Base Fee	Deposit	Received
Gee-Price Building	144	200	$350.00		
Lower School Commons	300	400	$400.00		
Ruritan Shelter	150		$150.00		
Fuqua Pool (available off-season and after-hours only)	80 (outdoor seating)		$350.00		

Current Fuqua Family/Alumni: The following information is for rentals made to current Fuqua Family/Alumni. This rate is strictly for the alum or current family member enrolled at Fuqua School, who must be the person renting and using the facility.

Building	Maximum Seating	Maximum Occupancy	Base Fee	Deposit	Received
Gee-Price Building	144	200	$250.00		
Lower School Commons	300	400	$300.00		
Ruritan Shelter	150		$75.00		
Fuqua Pool (available off-season and after-hours only)	80 (outdoor seating)		$250.00		

Civic/Business Group: The following information is for rentals made to Civic/Business Groups.

Building	Maximum Seating	Maximum Occupancy	Base Fee	Deposit	Received
Gee-Price Building	144	200	$250.00		
Lower School Commons	300	400	$300.00		
Ruritan Shelter	150		$75.00		
Fuqua Pool (available off-season and after-hours only)	80 (outdoor seating)		$250.00		

Faculty/Staff: The following information is for rentals made to current faculty/staff members of Fuqua School.

Building	Maximum Seating	Maximum Occupancy	Base Fee	Deposit	Received
Gee-Price Building	144	200	$60.00		
Lower School Commons	300	400	$60.00		
Ruritan Shelter	150		$30.00		
Fuqua Pool (available off-season and after-hours only)	80		contact pool manager		

Other Fees: The following additional fees apply to rentals.

Description	Fee	Deposit	Received
Lifeguards (based on ration of 1 per 15 guests)	$15.00 per hour		
Poolside Gee-Price	$150.00		
Security Deposit (Alcohol-free event)	$250.00		
Security Deposit (Event serving alcohol)	$500.00		
Set-Up Fee (Day prior to event)	$125.00		
Security Guard (mandatory for non-Fuqua catered events serving alcohol)	$25.00 per hour		
Non-Fuqua Catered Kitchen Fee	$200.00		

605 Fuqua Drive P.O. Drawer 328 Farmville, VA 23901 434-392-4131 Fax 434-392-5062

RULES AND REGULATIONS FOR USE OF FUQUA SCHOOL FACILITIES

(GEE-PRICE, LOWER SCHOOL COMMONS, RURITAN SHELTER, AND FUQUA POOL)

Thank you for your interest in Fuqua School's facilities. Please become familiar with these rules and regulations for the use of the facilities:

1. The renter shall defend, indemnify and hold Fuqua School, and Fuqua School's trustees, officers, employees, agents, and legal representatives, harmless of and from all liability, loss, damage, cost, or expense (including, without limitation, reasonable attorney fees and expenses, whether incurred at the trial, pretrial, or appellate level) incurred in connection with claims by third parties arising from the use of the premises by the renter, to the fullest extent permitted by law.
2. The renter is responsible for damage to the facility. Such damage will result in forfeiture of the security deposit. If the replacement/repair cost of any damaged or stolen items exceeds the amount of the security deposit, the renter is responsible for the additional costs.
3. Any disturbance that warrants police intervention during facility rental will result in forfeiture of the security deposit and/or future use of a Fuqua School facility.
4. **All events requiring catering must be catered by Fuqua School** unless the president of Fuqua School grants special permission. All personnel working during a function, including bartenders, will be furnished by Fuqua School. If the renter is interested in using this service, contact the Director of Operations for menu selections and price quotes**. If an outside caterer is used**, the School must approve the caterer prior to the event. The caterer must also provide to the school a liability insurance policy of at least **$2 million in coverage,** and workers compensation insurance policy covering their workers before the event takes place. A security guard will be furnished by Fuqua School, at the renter's expense, at any NON-FUQUA CATERED EVENT serving alcoholic beverages.
5. All private invitation events at Fuqua School do not require an **alcohol license**. If the party is open to the public, it does require one. This is the responsibility of the renter.
6. Smoking is not permitted in the facility.
7. If Fuqua School tables and chairs are needed, a floor plan (seating, table arrangement, etc.) must be provided to the Director of Operations at least one week in advance of the rental date.
8. Lifeguard supervision is mandatory and will be furnished by Fuqua School, at the renter's expense, at any function where the pool and/or pool area are used.
9. The facility, including the kitchen, must be left clean and free of food and trash.
10. Facility keys must be picked up from the reception area of the Gee-Price Building the day of the event. If the event is held on a weekend, keys must be picked up on the Friday prior to the event. All keys must be returned to the reception area on the first business day following the event.

Upon receipt of the signed Special Event/Facility Reservation Agreement, rental fee(s), and security deposit, Fuqua School will reserve the facility for your event. The reservation will not be confirmed until both the signed Agreement and proper fees have been received. Fees are non-refundable, with the exception of the security deposit. Rental of the facility is at the sole discretion of Fuqua School.

I acknowledge the *Rules and Regulations for Use of Fuqua School Facilities* and agree to be bound by them.

_____

Signature Date

The _____ has been reserved for your use as outlined above.

_____

Signature, Fuqua School Director of Operations Date

If an emergency should arise during your use of the facility, please contact the following:
John Ellington 392-1633 or 603-1667 Ronald Williams 392-6283 or 391-4696 Johnnie Etherton 603-7954

REVISED 05/2011