



ASSEMBLY HALL & CONFERENCE ROOM RESERVATION FORM

Office of the Clerk to the Commission
 141 Pryor St., SW, 10th Floor, Atlanta, GA 30303
 404-612-8200 (Main)
 404-730-8254 (Fax)

Completion of this form constitutes agreement to abide by the following criteria:

(Fulton County Policy and Procedures Manual Section 600-32)

1. Non-profit, non-sectarian organizations only.
2. No alcoholic beverages carried in or consumed on the premises.
3. No money may be exchanged on premises.
4. No weapons allowed.
5. Organization or individual must be located or a resident of Fulton County.
6. Commercial or political soliciting is prohibited on Fulton County owned or leased property except as permitted in Section 600-46 of the Fulton County Policy and Procedures Manual.

*It will be the responsibility of the user to provide restitution for damages to the facility as a result of negligence on the part of the user. Such restitution shall be as determined by Fulton County. *PRIORITY SCHEDULING IS GIVEN TO THE MEMBERS OF THE BOARD OF COMMISSIONERS FOR MEETINGS AND ACTIVITIES.**

Meeting Information

Organization/Department Name:		Department Funding Line (see letter "A" below):	
Address/Location:			
Contact Person:		Contact Number:	
Date(s) Requested:	Time(s) Requested:	Room Requested: (check one) <input type="checkbox"/> 10 th floor <input type="checkbox"/> 4 th floor <input type="checkbox"/> Assembly Hall	
*Setup needed: (chairs, tables, podium, microphones, etc.)		Manager/Supervisor Signature:	
Meeting Purpose:		Approximate # of Attendees:	

Clerk's Office

Signature:		Date:
Reservation Confirmed: (Y/N)	Room Reserved By:	Alternate Dates: (if necessary)

Please return completed form to: Office of the Clerk to the Commission 141 Pryor St. 10 th floor, SW Atlanta, GA 30303 (404) 612-8200 (Main) (404) 730-8254 (Fax) Clerk.Commissioners@fultoncountyga.gov	Please do the following at least (48) hours in advance: A. NO FOOD ALLOWED in conference rooms. The requesting department <u>must</u> provide a funding line to cover any incidental overtime or cleaning costs. B. For the Fulton County Security, contact (404) 612-4733; (404) 612-4728; or (404) 612-4729 C. Request set up by placing Work Request (internal Customers) or calling Valarie Tillman-Logan (Event Support) 404-612-8043 or 404-822-4140. D. Request Clean up by calling Building Services 404-612-5917 or 404-822-4140 E. Real Estate and Asset Management a/k/a DREAM (No Longer General Services) F. Request access to Assembly Hall video display equipment by calling Information Technology (Technical Support Center) at 404-612-7334.
--	--

APPROVAL OF RESERVATION REQUEST

Individuals or organizations using Fulton County's conference rooms or assembly hall are licensees. The Conference Room Reservation Agreement must be fully completed by the Licensee and submitted to the Office of the Clerk of the Commission for approval. Reservations are considered definite only after the reservation request has been approved by the Office of the Clerk of Commission and the Licensee has agreed to all the terms and conditions in the Fulton County Conference Room Reservation Agreement, including the provisions below.

HOLD HARMLESS

The Licensee hereby agrees to release, indemnify, defend and hold harmless Fulton County, Georgia (hereinafter also referred to as "Licensor"), its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding or investigation) caused by, relating to, based upon or arising out of any act or omission by Licensee, its directors, officers, employees, subcontractors, successors, assigns or agents, invitees, event attendees, or otherwise in connection (directly or indirectly) with its acceptance, or the performance or non-performance of its obligations under this agreement. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph. This indemnity provision is for the protection of the Licensor only and shall not establish, of itself, any liability to third parties.

INSURANCE

Licensee must obtain general liability insurance (property damage and bodily injury -- \$500,000 combined single limit per occurrence) with Fulton County Board of Commissioners, its officers, officials and employees named as an additional insured named as an additional named insured for the duration of the event.

Licensee shall furnish proof of such insurance to the Fulton County General Services Department through Mr. Jerry Williams, who may be reached at (404) 612-3739, on an ACCORD certificate of insurance with original signature(s) one (1) month prior to the event. In no case shall the facility be available without coverage. Obtaining the required insurance coverage with specific limits shall in no way serve to limit or cap the potential liability of any Licensee.

SECURITY

The Licensee and all persons entering Fulton County to assist the Licensee with any aspect of Licensee's event, whether hired by Licensee or a volunteer, as well as all event attendees must follow all applicable Fulton County Security Procedures. Specifically, all such persons must be cleared through x-ray machines, walk-through metal detectors, and/or hand-wanding security measures as deemed necessary by Fulton County Security personnel. There shall be no exceptions to this policy. Person(s) refusing to be cleared as such will not be allowed entry into the Fulton County Government Center. Licensees wishing to bring in any type of security personnel must obtain approval from the General Services Department prior to their event. Fulton County reserves the right to shut down the building and/or event if the Fulton County Government Center is deemed unsafe due to building damage, national security terrorism threat, etc.

PARKING

Parking is available in the Underground Atlanta Parking Decks across the street from the Fulton County Government Center at the cost of the Licensee. Any special arrangements must be made with Underground Atlanta Parking at (404) 577-2202.

This agreement constitutes the entire agreement between the parties and supersedes and replaces any prior oral or written agreements of any kind or nature whatsoever which may have existed between the Licensor and the Licensee with respect to the subject matter hereof. Any approvals required to be given by the Licensor hereunder must be given in writing to be valid. This agreement carries no implied future commitment of one party to the other, except as expressly detailed herein. This agreement shall not be altered or amended except in writing signed by both Licensor and Licensee. This agreement has been made in, and shall be governed in accordance with, the laws of the State of Georgia. This agreement may be executed in one or more counterparts, each of which shall be deemed to be duplicate of the original, but all of which, taken together, shall constitute a single instrument.

I have read, understand, and agree to all terms and conditions in the Fulton County Conference Room Reservation Agreement. I would like to reserve the following room:

- 10th floor conference room 4th floor conference room Assembly Hall

Event Date _____

Licensee Date

Licensor Date