

LIBRARY TERMS AND CONDITIONS

The group or individual requesting space hereafter will be referred to as “CLIENT” and the University of West Georgia’s Irvine Sullivan Ingram Library will be referred to as “LIBRARY.”

UWG Policy Compliance

- Organizations and groups will be responsible for adhering to all UWG policies and procedures: http://www.westga.edu/aux/index_2524.php
- Due to lack of support staff, the LIBRARY cannot accept weekend reservations nor reservations from students.
- Animals are not permitted in the LIBRARY except for service animals.
- CLIENT agrees to obtain prior approval before sale of any items in facility is undertaken (e.g., books, recordings). CLIENT shall be responsible for securing copyright clearance of any works so protected, which are presented in LIBRARY’s facility. This shall include performance rights, recordings, readings, and photography rights where applicable.
- All publicity and press releases must be coordinated with University Communications and Marketing (UCM) and Publications and Printing.
- Publicity and press releases should indicate event location. Here is an example. “Ingram Library, University of West Georgia, 1st floor.”
- A final copy of a press release, poster, or any event involving a LIBRARY space/area should be e- mailed to bprenell@westga.edu for inclusion on the LIBRARY’s News and Events page that can be found at: <http://uwglibrary.wordpress.com/>.

Care and Maintenance of Facility

- All areas requested by CLIENT will be inspected by LIBRARY personnel prior to the event.
- After the event, CLIENT should not leave the area until LIBRARY personnel gives final approval that the area was returned to its original state prior to the event. CLIENT will be responsible for signing the “Client Sign Off” document after the event unless otherwise stated by the Events Coordinator.
- CLIENT is expected to maintain facilities and property in the same condition that they were provided. Damages in excess of “fair wear and tear” will be assessed based upon replacement costs of damaged property.
- CLIENT will be responsible for supervision of LIBRARY furnishings at the time of the event.
- CLIENT agrees to reimburse the LIBRARY for any damage to the LIBRARY facilities, furnishings, or any other property occurring as a result of the activities or actions of the CLIENT participants and personnel during the time of the event. A clean up fee may be assessed if conditions are not met or excessive cleanup is needed.

- CLIENT will be permitted to decorate on the day of the event, as long as there is not an event previously scheduled.
- Decorations should be free standing or table-top.
- No pasting, taping, nailing or otherwise attaching any items to walls, ceiling or furniture is permitted. No rice, bubbles, glitter, sand, fireworks, processed snow, bird seed, or other substance that would take excessive clean-up is permitted inside or outside the facility.

Work Orders, Catering, Security, Equipment

- CLIENT will be responsible for sending custodial, facilities, and catering orders, unless otherwise stated by the LIBRARY.
- University move crews are the only authorized personnel to move LIBRARY furnishings with the exception of individual wheeled or stackable chairs.
- CLIENT will arrange for University crews to move and return LIBRARY furnishings unless otherwise stated by the LIBRARY.
- If expected attendance exceeds 100, CLIENT is responsible for notifying University Police and Risk Management.
- In the event where CLIENT brings guests who have the potential to cause controversy or are controversial in nature, University Police must be notified by CLIENT.
- CLIENT will be responsible for all costs associated with security, if needed.
- CLIENT agrees to LIBRARY approval over all equipment brought into the facility and removal of equipment if deemed necessary by LIBRARY to prevent potential damage to any part of the building or create a hazard for occupants.
- CLIENT agrees that the LIBRARY will not be responsible for the protection of CLIENT equipment/items or equipment/items that the CLIENT uses for the event, including but not limited to theft, fire, accidents, cookware, food, etc.
- CLIENT must notify LIBRARY if the participants or nature of the event will cause excessive noise or amplified sound. The nature of sound for an event should be generally confined to the area reserved for the event.

Modifications, Cancellations, Hold Harmless Agreement

- LIBRARY reserves the right to deny reservations to a CLIENT.
- This agreement may only be modified or cancelled by LIBRARY.
- If the CLIENT is unable to perform for any reason beyond the control of the CLIENT, including without limitation, illness, accident, or other incapacity, fires, labor disputes, or Act of Nature, this agreement shall terminate with respect to any performance so affected and neither party shall be liable to the other for any damages arising from the CLIENT's inability to perform and must notify the LIBRARY as soon as possible.

- In the event the LIBRARY is prevented from staging the event due to inclement weather or any unavoidable reason, the event will be rescheduled by both parties.
- This agreement may be modified by mutual consent, provided any and all modifications shall be in writing and signed by authorized officials of the LIBRARY and of the CLIENT.
- Cancellations must be made 5 business days in advance to the Ingram Library Administration Office or e-mailed to the Events Coordinator.
- CLIENT must meet with the Events Coordinator at least 5 business days before the date of the event to discuss logistics and accommodation needs if deemed necessary.
- Hold Harmless Agreement
CLIENT agrees to hold the LIBRARY and the LIBRARY Administration blameless in the event of any personal injuries, loss of life, theft or damages arising out of use of contracted facilities. The LIBRARY is not responsible for damage or loss of any article or equipment kept or left in LIBRARY classroom, office, or space before, during or after an event.
- Neither party shall discriminate against a University employee, student or spectator solely on the basis of race, color, sexual orientation, creed, national origin, age, nor handicap.

Library Numbers:

Administration Office: 678.839.6350

Circulation Desk: 678.839.6502

Contact Numbers for Event Support:

Classroom Support & Multimedia Services 678.839.6459

Aramark: 678.839.6496

Facilities and Grounds: 678.839.6576

Publications and Printing: 678.839.6483

ITS: 678.839.6587

University Communications & Marketing: 678.839.6464

Risk Management: 678.839.6277

University Police: 678.839.6000

Please send an e-mail to servicedesk@westga.edu if the event is after 5:00pm