

**Founders Memorial Garden and House  
325 S. Lumpkin Street**

**RENTAL CONTRACT  
For UGA Organizations without State Account Numbers**

**A completed contract, \$270.00 rental fee which includes sales tax payment, and the signed rules and regulations form are required to reserve the facilities.** A violation of the "Rules and Regulations" may result in forfeiture of all or part of your damage deposit. **The final rental fees and the damage deposit are due at least thirty (30) days** prior to the event.

Renter's Name/Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

University of Georgia Department/Organization Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ (day) \_\_\_\_\_ (night) \_\_\_\_\_ (cell)

E-mail Address: \_\_\_\_\_  
(reminders and final confirmations will be emailed – please update email address as needed)

**EVENT INFORMATION**

Day and Date of Rental: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
*(maximum 60)*

Premises to be used for: \_\_\_\_\_

Check-In Time: \_\_\_\_\_ Check-Out Time: \_\_\_\_\_

*Note: All rentals must be scheduled between 10:00 a.m. and 10:00 pm, and may not exceed a five-hour block of time, including set-up and clean-up. These times cannot be changed less than one month prior to the event.*

Will Alcoholic Beverages be served?  Yes  No

If alcoholic beverages are being served, the services of a security guard are required. A Security Officer may be contracted at extra expense to the renter. Security Officer fee is \$30.00/hour (4 hours minimum).

The undersigned hereby acknowledges that he/she has read the general information, rental contract and the "Rules and Regulations" and agrees to the terms thereof, particularly the imposition of the "Rules and Regulations." The undersigned also agrees to indemnify and hold harmless the College of Environment and Design, its officers, directors, agents and employees, individually and jointly and severally from any loss, damage, or injury to person or property resulting from the use, occupancy, or possession of the premises by the undersigned and/or group or entity the undersigned represents.

***The above terms and provisions and the "Rules and Regulations" agreed to by Renter:***

\_\_\_\_\_  
Renter's Signature \_\_\_\_\_ Date

***This rental contract accepted by the Founders Memorial Garden and House Event Coordinator***

\_\_\_\_\_  
Event Coordinator Signature \_\_\_\_\_ Date

*A copy of this contract, signed by the Events Coordinator, will be returned for your files.*

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**PAYMENT INFORMATION**

**Make checks payable to:** *University of Georgia – College of Environment and Design*

**Mail all correspondence to:** David Nichols  
College of Environment and Design  
285 S. Jackson Street  
University of Georgia  
Athens, GA. 30602  
email address is: [dnichols@uga.edu](mailto:dnichols@uga.edu)

***Fees Due and Schedule:***

Rental Fee: \$250 plus 8% sales tax = \$270.00

Rental Fee received \_\_\_\_\_ By: \_\_\_\_\_

Security Officer Fee: \_\_\_\_\_ (\$30.00/hour, 4-hour min.)

Security Fee Received: \_\_\_\_\_ Date: \_\_\_\_\_

OPTIONAL - Tent Rental Fee: \$200 plus \$16 sales tax for College of Environment and Design to place a 20' x 30' tent over the brick courtyard at the back of the House. The tent rental fee is due at the same time as the facility rental fee.

Tent Rental Fee (\$216) Received: \_\_\_\_\_

Damage Deposit: amount     \$250.00     due date: \_\_\_\_\_

All rental fees and taxes are due at time of signing contract. Any remaining payments (security fees and damage deposit) are due 30 days before your event. In addition to the final rental fees a \$250 damage deposit check is required. The damage deposit check will be deposited, but will be reissued to you after the event and the facilities have been cleared of damages. The damage deposit may be waived in the case of departments and organizations who have demonstrated responsible practices in prior rentals of the facility.

ADDITIONAL NOTES: \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_