

THE FOUNDERS MEMORIAL GARDEN AND HOUSE RULES AND REGULATIONS

Any violation of these rules and regulations may result in forfeiture of all or part of your damage deposit. Please read the following rules and regulations carefully and if you have any questions, contact David Nichols, Director, via email at dnichols@uga.edu. Please share with the vendors for your event.

USAGE IS SENSITIVE AS THE HOUSE, FURNITURE, AND GROUNDS ARE HISTORIC – WE ASK THAT YOU AND YOUR GUESTS RESPECT THE PROPERTY AS IF IT WERE YOUR OWN

Contract

- All of the rental fees and taxes, are due at the time of signing contract. Current rental fees are \$400.00 plus sales tax if applicable.
- A separate damage deposit check of \$400 is due at the same time any final rental fees are due (30 days before the event). The damage deposit check will be held in your file until after the event. *A damage deposit for official University of Georgia events may be waived with prior approval by Events Coordinator.*
- All rental fees will be forfeited if the rental contract is canceled prior to the event.
- The premises will be used only for the purposes specified in the contract and no other purposes.
- The contract may not in whole or part be assigned transferred, or sublet by the Renter.
- Any group, club, or individual who contracts to use the premises is responsible for damage to furnishings, equipment, land, landscaping and/or house incurred during its use.

Checking In

- Renters have the use of the house for a **MAXIMUM FIVE HOUR BLOCK ON THE DAY OF THE FUNCTION**, beginning at check-in time indicated on contract (no earlier than 3:30 p.m.). The house will not be open before your check-in time. An appointed liaison must meet with the Event Representative and be the person to ensure rules and regulations are being followed, timeline followed, bar closed at appropriate time, clean-up handled in timely fashion. etc.
- The College of Environment and Design does not furnish any supplies for a rental event.
- Renters are responsible for any damages caused by delivery vendors.

Music and Dancing

- Dancing is permitted outside the house in the courtyard or gravel terrace areas only
- Amplified music is permitted inside and outside the house.
- Curfew on outside music and noise is 10:00 p.m.

Founders House and Garden General Rules

1. No form of tape, nails, staples, tacks, or screws may be used when decorating.
2. Founders Garden House offices are not available for use as dressing rooms or storage before, during or after rental events.
3. Furniture, equipment, and all items belonging to the College of Environment and Design are for use inside the house and must not be removed from the house. Only the chairs within the House may be moved within the House.
4. Do not move furniture or planters. Only with the prior approval of the Founders Garden Horticulturist may planters or furniture be moved. The Garden Horticulturist is Paul MacGregor. He can be reached at (706) 542-8972, or pmacg@uga.edu.
5. All interior wood furniture must be covered with some sort of waterproof cloth for protection.
6. Tents are allowed in the courtyard only. All tables and chairs must be kept on a paved surface. No tables or chairs in turf areas.
7. If the Dining Room table is to be used, a tablecloth and protective pad must be used.
8. **Candles** may be lit in the house and garden but must be in sturdy holders preferably with globes – no open flames.
9. All flower arrangements must have liners. Any surface in the house may be used for flowers, food, or beverages; however, a placemat and tablecloth must be on any piece of furniture to protect it from damage.
10. **No red wine is allowed in the House.**
11. **No fires** may be built in the fireplace at any time.
12. **No smoking** is allowed anywhere on the property.
13. **No birdseed, rice or other materials** may be thrown anywhere on the College of Environment and Design property.
14. **No sparklers** allowed on premises
15. No **bubbles** may be blown inside the house at any time.
16. The Renter shall place no signs on the premises without prior approval.
17. **No animals** shall be brought on the premises.
18. Due to the fire code, no more **than 60 people** are allowed in the house at any one time - this includes your caterer, caterer's crew, and the guests.
19. The College of Environment and Design reserves the right to eject any objectionable person or persons from said premises.

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Alcoholic Beverages

Renters are solely responsible for enforcing laws concerning the serving of alcoholic beverages. The College of Environment and Design and the University of Georgia will accept no liability relating to the same.

- Alcoholic beverages may not be served at any function where the majority of guests are under the age of 21.
- State law prohibits the sale of alcoholic beverages on State property, therefore, cash bars are not permitted on The University of Georgia premises.
- Alcoholic beverages may not be served or consumed in areas open to the public between the hours of 8 a.m. and 5 p.m. – Monday - Friday
- Do not permit self-service of alcoholic beverages.
- If alcoholic beverages are being served, the services of a security guard are required. A Security Officer will be contracted at extra expense to the renter. See the contract for the fee.
- The bar must close at the end of the security officer's duty time.

Clean-Up and Checking Out

- The premises shall be vacated no later than five (5) hours from check-in time and no later than 10:00 pm. This includes clean-up time. (The damage deposit will be forfeited for failure to meet check-out time)
- The Event Representative of the College should in no way be considered part of the catering or clean-up crew.
- The premises must be thoroughly cleaned before you leave and must be in the original condition as you found when you arrived (this includes house and grounds).
- All trash, both from inside and outside the House, must be collected and placed in the dumpster beside Brooks Hall. No trash shall remain in any containers within the house or garden.
- The Liaison with Events Representative must be present during the entirety of the event and meet with the Event Representative when the function is over for check-out.
- No overnight storage is allowed. The College of Environment and Design is not responsible for any food, flowers, beverages or belongings left on the premises. Such items should be removed immediately after the rental.
- Discuss with your clean-up person how much clean up time they require in order for you to develop your timeline of events for the evening and departure.

The following circumstances are grounds for forfeiture of part or all of the security deposit (the list is not exclusive)

- food or spilled drinks left on tables, floors, carpet, countertops, etc.
- kitchen area left with food on floor, in sink, or on countertops
- items not returned to proper place
- floors not swept, mopped or vacuumed
- mantels, furniture or bathroom countertops not wiped off
- trash left on grounds, parking lots, driveway entrances
(this includes cups, cans, glass or paper of any type, cigarette or cigar butts, bottle tops)
- removal or damage of any plants, landscaping, furnishings, equipment, property, or the building
- bird seed, rice or other materials thrown inside the facilities or on the grounds
- ice, food or drinks dumped in plant beds
- food, beverages, flowers or candles on uncovered tables
- tables or furniture not covered in parlor and drinks or other items placed directly on tables
- candle wax left on tables, mantels or other surfaces
- guests smoking within the property
- bar not closing at designated time
- trash not gathered and placed in dumpster at Brooks Hall
- belongings or decorations left on premises
- failure to meet check-out time

The College of Environment and Design reserves the right to refuse rental to events deemed inappropriate to a specific building or The University of Georgia in general.

I have read all of the rules and regulations listed above. I will honor each of the rules, and if I fail to do so, I understand that I will forfeit a portion or all of my damage deposit. The amount will be determined at the discretion of the Event Representative. Also, I understand that I am ultimately responsible for the actions of any guests invited on my behalf or any other party in attendance at my event.

Renter's Signature

Date

I will share these rules and regulations with all vendors for my event and furnish the list of contacts at the time of my final rental payment
(please initial) _____