

# FACILITIES USE AGREEMENT | TIER I EVENTS

In accordance with the [University System of Georgia Board of Regents Policy](#), all unaffiliated parties wishing to reserve space on the Georgia Tech campus are required to execute a facilities use agreement and obtain liability insurance. Tier I events are those located in the following spaces: **Academy of Medicine; Exhibition Hall:** Midtown, or full facility rentals; **Student Center:** Cypress Theater, Atlantic Theater, Tech Rec, Multicultural Spaces, Graduate Student Lounge, or full facility rentals; **Paper & Clay**. Additionally, any event with alcohol regardless of space reserved is considered a Tier I event.

Once event details have been confirmed with a member of the Event Services team or Programs team, the facilities use agreement will be sent electronically for signatures via DocuSign.

The Certificate of Insurance (COI) for liability insurance coverage should be submitted through [the COI submission form](#). The COI should be submitted at least **two (2) weeks prior** to the start of the reservation.

Finally, once adequate insurance coverage is confirmed and the facilities use agreement is executed, payment must be received in full at least **two (2) weeks prior** to the start of the reservation. Once payment is received, the event status will be changed to confirmed.

## INSURANCE REQUIREMENTS

Commercial General Liability (CGL) insurance covering the period of occupancy and use of the premises. The CGL shall provide at minimum the following limits:

Coverage:	Limits:
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$1,000,000 Any one premises
Personal & Advertising Injury	\$1,000,000 Any one person/organization
Products/Completed Ops. Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Commercial Umbrella Liability	\$2,000,000

Additionally, please ensure:

- The policy covers the date(s) in which the event takes place.
- Insurance company is licensed to do business in the State of Georgia and must be rated at least “A-“ Class “VII” in the most recently published Best’s Insurance Report.
- “Georgia Institute of Technology” should be listed as the Certificate Holder.
- “Board of Regents, Georgia Institute of Technology, including its officers, employees and agents” should be listed as Additional Insured.

***To ensure CGL insurance meets the requirements, we recommend sharing the information above with your insurance broker.***