



Conference Room Reservation Form

Office of the Clerk to the Commission

Today's Date: _____

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 Information

Signature:	Mark Massey Clerk to the Commission	Date:
Reservation Confirmed: (Y/N)	Room Reserved By:	Alternate Dates: (if necessary)

Please return completed form to:	Please do the following at least (48) hours in advance:
Robert Kelly Office of the Clerk to the Commission 141 Pryor St. 10 th floor, SW Atlanta, GA 30303 (404) 612-7833 (Main) (404) 730-8254 (Fax)	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 calling General Services (Event Support – Angela Dickerson) at (404) 612-8827 D. Request clean up by calling General Services (Maintenance – Paul Williams) at (404) 612-9000 E. Request Electronics/Sound System (excluding video) by calling General Services (Khatib Yasin) at (404) 612-5475 or (404) 808-4399 Mobile F. Request access to Assembly Hall video display equipment by calling Information Technology (Technical Support Center) at 404-612-7334.

*For setup needs and equipment requests, please FAX a copy of this form to General Services – Building Services at (404) 730-6314, Electronics at (404) 699-4248, or Fulton County Security at (404) 730-5733 as needed.*P:\Room Reservation Form as of 4-26-16

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.

