

Massie Heritage Center

207 East Gordon Street, Savannah, Georgia 31401
912-395-5070 www.massieschool.com
A unit of the Savannah-Chatham County Public School System

FACILITY USE AGREEMENT

User/Organization: _____

Date of Use: _____ Time of Use: _____

Persons or organizations using facilities and equipment of the Massie Heritage Center agree to do so under the following conditions:

The Massie Heritage Center shall:

Furnish lights, electric power, water, and other support or resources as it may, at its sole discretion, deem feasible or appropriate for the purposes of the users.

Provide a staff member to be on site and serve as a point of contact during the approved period of facility use.

Reserve the right, in the exercise of its discretion, to rescind and cancel this use agreement at any time when, in its opinion, the purpose for which the premises herein described are being used, or intended to be used, shall be obnoxious or inimical to the best interest of the Massie Heritage Center, the Board of Public Education for the City of Savannah and the County of Chatham; anything herein contained notwithstanding.

The User shall:

Hold the Massie Heritage Center and the Board of Public Education for the City of Savannah and County of Chatham, its officers, agents, and employees harmless from any damage or accidents or injury that may happen to the User of his agents, servants, employees, or property or to anyone else by virtue of the User's use of the property from any cause whatever, during or subsequent to the period covered by this Agreement, and the said User hereby releases the Massie Heritage Center and The Board of Public Education for the City of Savannah and County of Chatham from and agrees to indemnify it against any and all claims for such occurrences.

Follow all relevant local, state, and federal laws, ordinances, and regulations.

Pay for contracts and other costs incurred by such usage.

Obtain at the User's own cost and expense any and all licenses or permits required by law or ordinance. User evidence of liability insurance coverage may be required.

Take the premises "as is" at the time of occupancy by the User. In the event the User finds it necessary to change the location of any tables, chairs, stages, furniture, or other equipment, the User may do so only with the prior consent and support of the Curator of the Massie Heritage Center, or designee.

User's events and functions at the Massie Heritage Center must end by 10:00 PM and all invited guests must leave the premises. User, event coordinators, vendors, and volunteers may remain on the premises until 12:00 AM midnight for the specific purpose of taking down and removing any equipment used for the event. Anything not removed from the premises by 12:00 AM midnight must be removed between 8:00AM and 11:00 AM the next day.

Ensure that the facility is in the same condition at the end of the period of use as it was beforehand. All trash and refuse must be properly disposed of and all furniture and equipment must be returned to its original location.

Have all deliveries made with the consent of the Curator of the Massie Heritage Center.

Honor this agreement for the purpose as specified in the application for use, unless written consideration is obtained from the Curator of the Massie Heritage Center.

Prohibit the use of liquor, illegal drugs, or gambling devices of any kind. The use of tobacco or tobacco products at the Massie Heritage Center, indoors or outdoors, is expressly prohibited. Beer and wine service may be allowed with 60 days prior notice and with the written consent of Massie after approval by the Savannah-Chatham County Board of Education. No alcoholic beverages may be sold on the premises.

Forbid the use or storage on any part of the Massie Heritage Center premises any substance or thing prohibited by any law or ordinance, or by standard policies of fire insurance companies operating in the State of Georgia.

Obtain permission from the Curator of the Massie Heritage Center before using, storing, or permitting, to be used or stored, in or on any part of the Massie Heritage Center premises any illuminating oils, candles, lamps, turpentine, benzene, naphtha, or other flammable substances or explosives of any kind.

Pay any taxes due directly to the proper local, state, or federal government authority.

The following additional terms shall apply:

The Massie Heritage Center will make a reasonable effort to make its facilities available to the User at the date and time specified in this agreement. If for any reason beyond the reasonable control of Massie, however, its facilities are subject to events or occurrences including, but not limited to, acts of God, war on U.S. soil, severe weather, hurricane warnings in the Chatham County area, earthquakes, fires, or similar intervening causes beyond Massie control making it illegal or impossible to hold the events at Massie at the date and time specified in this contract, Massie will have the right to cancel said event. Massie does not assume liability of any nature for such cancellation and User agrees that it shall not bring any claim or suit against Massie due to such cancellation.

If Massie terminates this agreement for such reasons as listed above, then Massie shall return to User any and all deposits paid to Massie by the User with respect to the use of facilities at Massie.

Property of the Board of Education for the City of Savannah and County of Chatham shall not be removed from the Massie Heritage Center under any condition.

Only the staff of the Massie Heritage Center shall be authorized to operate computers, A/V equipment, electronic displays/exhibits, sound systems, projectors, telephones, and other electronic equipment.

All facility use fees and deposits shall be paid in full at least 14 days in advance of the facility reservation date, otherwise this agreement shall be cancelled. Paid fees shall not be refunded if the User decides not to make use of the facility on the date and time agreed upon.

A refundable security deposit may be required. The deposit shall only be refunded, less charges for damages and repairs, after an inspection of the facility within 24 hours of the end of the use.

Maximum attendance per room or garden is 75 people. Maximum overall attendance for facility use is 225 people.

Public promotional materials, advertisements, and the like for any events at the Massie Heritage Center must be approved in advance by the Curator.

Set up in the gardens can begin as early as 2:00 PM and indoors as early as 4:00 PM on the day of use. All events must terminate by 10:00 PM and all guests must leave the facility by that time. Quiet take down and clean up must terminate by 12:00 AM midnight. Final removal of equipment may be allowed the next day between 8:00 AM and 11:00 AM with permission, but additional use fees will be charged accordingly.

Other:

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Rental Fees:

MARITIME GALLERY (Includes Kitchen and Restroom)

- This Gallery seats up to 50 individuals and is ideal for group presentations or other events.
- The cost is $100/hr. A minimum of two hours or $200.00 is required.
- Tables and Chairs are available for an additional $25/hr.
- AV equipment and a large screen are available for $50.
- The Gallery may be rented Monday through Saturday 8:00 am. - 4:30 pm.

GIRLS COURTYARD (Includes kitchen, inside restroom, and 2 exterior restrooms)

- The courtyard is ideal for outdoor social events such as weddings and receptions.
- Any requested event will require approval.
- The cost is $100/hr. A minimum of two hours or $200.00 is required.
- Tables and chairs are available for an additional $25/hr.
- The courtyard may be rented after hours only- Monday through Saturday 4:00p,-9 pm

SECURITY DEPOSIT

Security deposit is $100.00

Event Coordinator Signature: _____ Date: _____

Based on the fees stated above your invoice will follow.

Curator Signature_____Date_____