

## LAKE HERRICK PAVILION

**Purpose:** Policies and procedures relevant to the operations of the Lake Herrick Pavilion including day-to-day and special event operations.

**Scope:** Satellite Operations Staff

**Policy:**

- I. Lake Herrick Pavilion Policies
  - a. Due to fire codes, maximum event size is 217 people
  - b. Vehicles are restricted to paved road access only
    - i. Parking for events must be arranged with UGA Parking Services at least 10 business days in advance of the event. An online application form can be found on their website (<https://tps.uga.edu/sites/default/files/docs/specialeventparkingform.pdf>)
  - c. Rental Group shall, at its own cost and expense, obtain and maintain either (a) a commercial general liability policy; or (b) a special event liability policy; with a combined single limit of no less than \$1,000,000. If allowed by the policy, the Indemnitees (defined herein) shall be named as additional insureds, but only with respect to claims that are not covered by the Georgia Tort Claims Act (O.C.G.A. Section 50-21-20 et seq.). Rental Group shall furnish the Senior Coordinator for Facility Reservations with a copy of the policy at least ten business days in advance of the event, evidence that the policy will be in effect during the event and evidence of full payment of the premium thereon at least forty-eight (48) hours prior the event;
  - d. Rental Group shall, if its program provides for the care, custody, or control of minors, take precautions to assure the safety and well-being of minors, and to release the Indemnitees (defined herein) from any liability in conjunction with the use of the facilities. Rental Group by its initials and signature herein acknowledges receipt of a copy of and compliance with such policy, as set forth on Exhibit A;
    - i. Programs and Activities serving minors (children under 18) must conform to UGA's Policy for Programs and Activities Serving Minors (<https://programsforminors.uga.edu/policy>);
  - e. Rental Group agrees, in accordance with applicable law and University of Georgia policy, that there shall be no discrimination on the basis of race, national origin, religion, creed, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, age, genetic information, disability or veteran's status as to any aspect of the activities contemplated herein;
  - f. The University of Georgia is a tobacco free campus. Tobacco use is prohibited in all areas, including outdoor areas. More information is available at

<http://uga.edu/tobacco-free/>;

- g. Possession of weapons on the University of Georgia campus is governed by Georgia law O.C.G.A. 16-11-127.1. Additional information may be found at [https://www.police.uga.edu/crime-stats/weapons-on-campus-info-2](https://www.police.uga.edu/crime-stats/weapons-on-campus-info-2;);
- h. The organization/contact person in charge of the event is responsible for the behavior of all attendees. It is the responsibility of the contact person to inform all event attendees of the facility usage policies and assist with enforcement of policies, including, but not restricted to, all GA laws, UGA Code of Conduct, UGA Policy on Alcohol and Other Drugs, UGA Non-Discrimination and Anti-Harassment Policy and all published Office of the Dean of Students policies related to student organizations and the use of University facilities and space. Failure to comply may result in the cancellation of future reservations and /or restriction for the use of this space
- i. Groups are responsible for cleaning the all areas of the Lake Herrick Pavilion utilized by your event and depositing all trash into trash receptacles. No food items or cooking utensils can be left at the facility. Groups will be responsible for any and all costs for custodial maintenance or repair, including but not limited to, damage to the facility;
- j. The following are prohibited:
  - i. Firearms and explosives;
  - ii. Weapons;
  - iii. Illegal drugs and tobacco products;
  - iv. Any activity or equipment that may damage facility floors, walls and equipment; bicycles, rollerblade, roller skates, skateboards and Heelys;
  - v. Chalk (unless approved by area supervisor)
  - vi. Stickers;
  - vii. Personal Chairs, coolers, and tables;
  - viii. Littering;
  - ix. Glass containers;
  - x. Percussion instruments;
  - xi. Amplified music;
  - xii. Open Flames including candles, tiki torches, and grills;
  - xiii. Pets with the exception of service animals.
- k. Groups are permitted to serve alcohol at scheduled events at the Lake Herrick Pavilion. A UGA Security Officer is required for any event serving alcoholic beverages and are required at a minimum of 4 hours. Rental groups must adhere to the UGA Alcohol Policy (<https://provost.uga.edu/policies/academic-affairs-policy-manual/5-01-use-of-campus-space/#p-5-01-3>)
- l. Events may be canceled, and/or certain activity areas may be closed due to unforeseen Acts of Nature (i.e.: thunderstorms, etc.) or other dangerous situations. The Department of Recreational Sports reserves the right to add additional conditions for all events for health, safety, and /or security reasons;

- m. Due to the covered pavilion area, reservations are honored rain or shine. No refunds will be given to groups that decide not to conduct their event if the weather is cloudy or rainy. However, if weather conditions are deemed unsafe during your event (lightning, high winds, etc.) the Recreational Sports Staff will discontinue all activities and close the facility. In the case of unsafe weather conditions, groups will be entitled to a prorated refund if the event was already underway or a full refund if the cancellation takes place before the scheduled start of the event;
- n. In order to cancel an event and receive a full refund the Senior Coordinator for Facility Reservations must be notified of the cancellation at least **10 business days** in advance of the event;
- o. Any group falsifying information will have their event cancelled and no refund will be issued;
- p. Rental fees are based on the length of time of the reservation and University affiliation of those attending the event;
- q. The Department of Recreational Sports requires a minimum of 10 days' notice to process paperwork and to acquire the necessary approvals and staffing. Any request not providing 10 business days' notice will only be considered if staff time permits.