

HONORS FORSYTH HOUSE

I have reserved the following:

- Steen Suite main floor, formal living room, dining room and full kitchen with restroom located at the top of the stairs in main floor.

_____ \$30 half day (4 or less hours) or _____ \$55 full day (5 or more hours)

- Ogden Fellowship Room, upstairs large room with kitchenette and restroom.

_____ \$45 half day (4 or less hours) or _____ \$60 full day (5 or more hours)

- Both spaces at the same time

_____ \$75 half day (4 or less hours) or _____ \$100 full day (5 or more hours)

Description of Event: _____

Reservation date: _____

Method of payment:

Reservation time: _____

Cash _____

(to include refundable \$5 key and \$20 cleaning fee)

Total Paid (amount) _____

Interdepartmental charge # _____

Rules

1. DO NOT USE nails and thumb tacks when decorating. If tape is used it must be removed carefully from all surfaces.
2. Absolutely NO SMOKING or ALCOHOLIC BEVERAGES allowed.
3. **Leave the space as clean as you found it. Remove all decorations, vacuum, wash dishes and utensils and put all chairs and tables back as you found them (all tables and chairs do not fit into closets upstairs-about ¼ stay out permanently). Take your trash to the dumpster in the parking lot across the street behind Harrigan Hall. Extra trash bags are available in both spaces in the kitchen areas.**
4. Do not leave food in refrigerator or in the building after your event. Leave blinds closed and doors to Ogden and/or Steen Suite locked. Turn lights off.
5. Only votive candles in protective glass containers are allowed.
6. Basement is off limits. Halls and stairs are not for children's play. Keep children with you or supervise them in the park area on Beaver Point.
7. There is no TV or other electronic equipment available in the building. You may bring your own equipment if needed.
8. Andrews University Honors Program is not liable for any personal injury or property damage/loss to those using these facilities. Users are required to carry their own insurance.
9. No refund will be given without 24 hours advance notice of cancellation.
10. Reservations must be made no less than 24-hours in advance. Reservations that are less than 24-hours in advance cannot be processed. In addition, reservations can't be processed Fridays.
11. A \$5 refundable key deposit must be made when picking up the key at the Honors Office, Nethery 108 the day before requested reservation.
12. A \$20 refundable cleaning deposit must also be made when picking up the key at the Honors Office, Nethery 108 the day before requested reservation.

Forsyth House Cancellation and Reimbursement Policy

Cancellation made two weeks prior to the reserved date (100% reimbursement)

Cancellation made one week prior to the reserved date (50% reimbursement)

Cancellation made less than 48 hours prior to the reserved date (No reimbursement)

For high-demand occasions (such as graduation weekends or holidays), no refunds will be given for cancelled bookings

STATEMENT OF ACKNOWLEDGMENT: READ CAREFULLY AS THIS INVOLVES IMPORTANT LEGAL OBLIGATIONS
I have read the Forsyth House Policies for Building Use and agree to abide by all the conditions outlined and to pay the fees stated therein. If any damage to the Forsyth House property occurs in connection with our event, we agree to pay for damages or the replacement charges, whichever the J.N. Andrews Honors Program stipulates. If any cleaning is required, we agree to pay additional charges. Failure to turn in the checklist after the event and/or to follow the above policies will result in withholding the totality of your security deposit.

I indemnify and agree to hold Andrews University harmless and free from damages sustained by person or property, and against all claims of third persons for damages arising out of my/my guests' use of the premises, and for all damages and monies paid out by Andrews University in settlement of any related claims or judgments, including attorney's fees and costs. To mitigate my liability risk, I agree to obtain Event Insurance with a minimum policy limit of \$1,000,000 to cover any property damage and injury that may arise from my use of the premises. I will provide Andrews University with a Certificate of Insurance (COI) identifying my specific event and naming Andrews University as an additional insured.

FULL NAME CONTACT PERSON	SIGNATURE	DATE
CONTACT NUMBER	EMAIL	

FORSYTH HOUSE POLICIES FOR BUILDING USE

- LIABILITY:** Andrews University is not liable for any personal injury or property damage/loss to those using the facility. Users are required to show proof of a Certificate of Insurance (see also "Instructions for Purchasing Event Insurance" in this document).

Certificate of Insurance: In accordance with our Risk Management policy a **Certificate of Insurance (COI) is required for any non-university sponsored events:** Examples include Churches, Schools, Businesses, Conferences, Camps, any personal event such as: Birthday, Graduation, Wedding Receptions, Recitals, etc. This includes personal rentals for employees and students.

a. Departments that want to utilize space on campus are exempt. **This policy is effective immediately.**

b. COI Requirements: The COI must have a policy limit of a minimum of \$1,000,000 and name Andrews University as additionally insured. In the special wording section it should say the location and the name of the event is being insured. The COI is to be submitted to Risk Management (nave@andrews.edu) and the Honors Program (honors@andrews.edu) prior to the event for verification.

c. If the person has a homeowner's or renter's policy, they should contact their insurance agent to see if their policy could produce the required COI.

Initial here as acknowledgement of listed policy:

- KEYS & CHECKLIST:** To be turned in together to Nethery 108, J.N. Andrews Honors Program by the end of the reservation period.

If there are any questions, call 269.471.3297 or email honors@andrews.edu

INSTRUCTIONS FOR PURCHASING EVENT INSURANCE

Go to: <https://tulip.ajg.com>

Click on "Quick Quote"

Choose "Michigan" from the drop down box

Choose "Andrews University" from the drop down box

Choose " Next"

Choose the date/s for your event

Enter the daily attendance

Select the type of "event" from the drop down box

Choose "Next"

Coverage Options: leave the excess coverage amount as "none"

Answer the question on Vendors, Exhibitors or Performers

Choose "next"

Complete the information (you are not an institution manager) and purchase the insurance.