



# ARTIOS Facility Usage Policy and Agreement

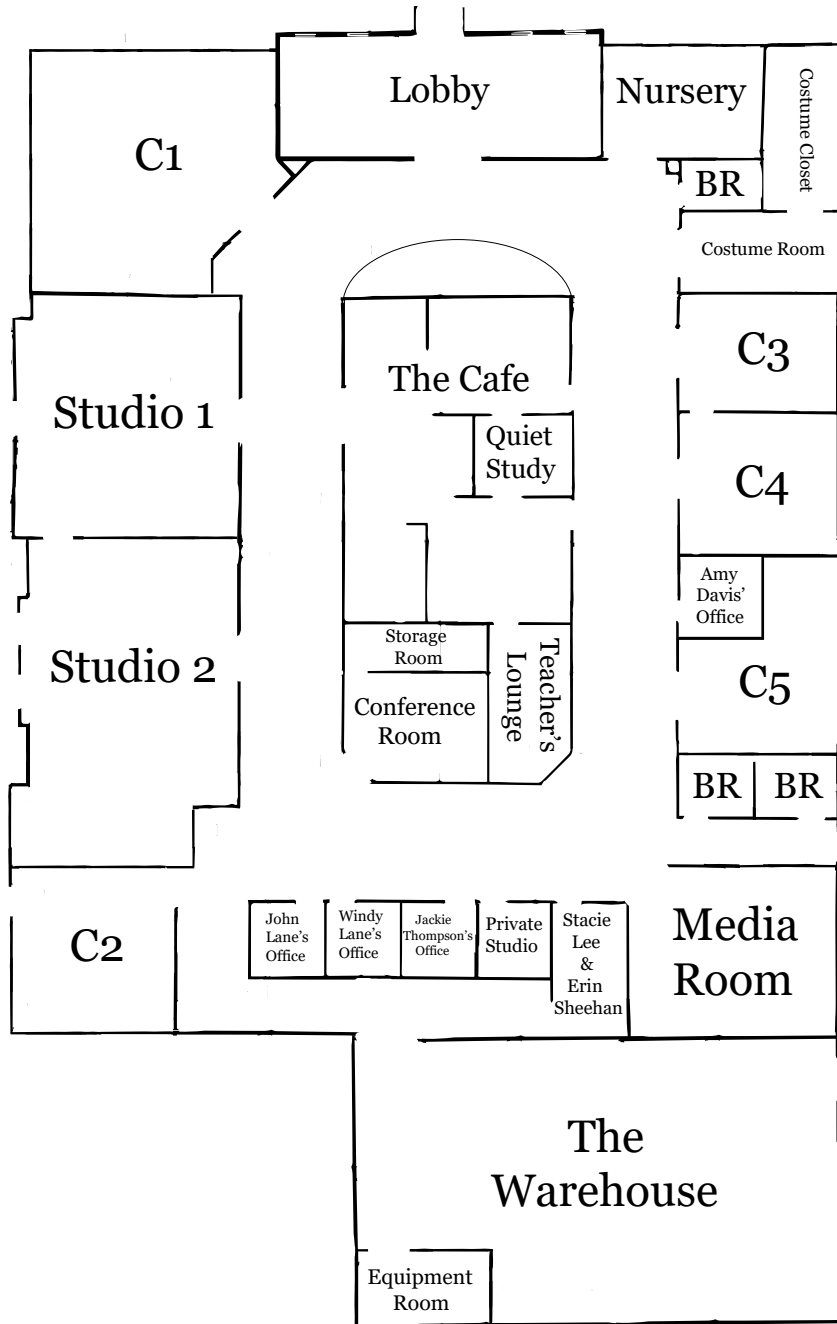


## **A Guide to Facility Use**

Artios® is a busy place. Its primary purpose is to carry out the vision and mission of Artios. As such, Artios® has an active ministry both inside and outside our walls. The ministry partners and programs affiliated with Artios® are the top priority when it comes to building use, since Artios® has a number of relationships/partnerships with community organizations. Availability for usage by these organizations is limited but can be considered.



Artios Academies of Sugar Hill  
415 Brogdon Road - Sugar Hill, GA 30518

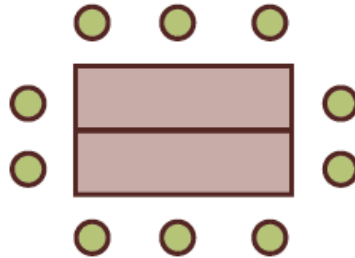




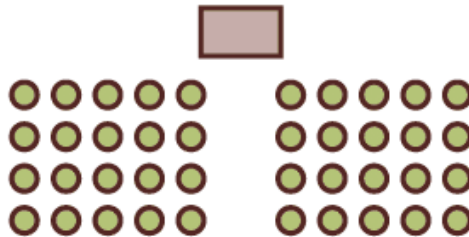
You are receiving this agreement because we have confirmed availability of Artios's® facilities as per your request. In order that we may serve you and your organization to the best of our ability, it is important that you provide us with the following information in regard to your event. Please know that your event is not officially scheduled until we receive from you the following detailed information:

1. Set Up Requirements to include:
  - a. Number of participants
  - b. Beginning and ending times of the event
2. Set Up Configuration (linen fees are charged at the discretion of the operations/facilities administration taking into account factors such as setup requirements, number of participants, use of special equipment, food and drink, etc. : If you would like Artios staff to setup the building you must pay a \$100.00 setup fee.

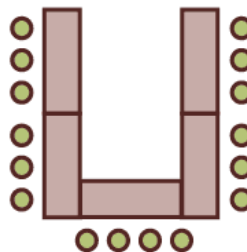
- a. Conference Style



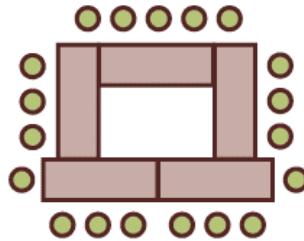
- b. Lecture Style



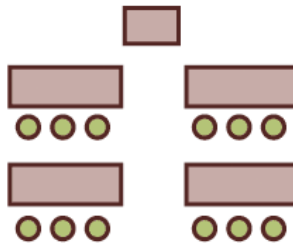
- c. U-Shape



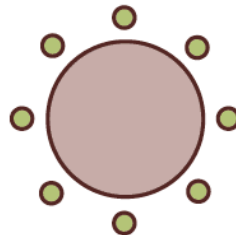
d. Hollow Square



e. Classroom Style



f. Banquet Style



3. Hospitality Requirements – All needs in this area must be communicated to the appropriate Artios® employee no later than 4 weeks prior to event, and all hospitality will be provided at the expense of the organization using the facility.
4. Technical Assistance -- The state of the art audio and video equipment in the theaters is available for use by certified technicians only. The fee per tech is \$30 per hour with a 3 hour minimum.



## Rules and Requirements

**BREAKAGE:** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in order to prevent defacement, damage, or breakage. The persons signing the *Room Use Agreement* shall be responsible for paying costs incurred by Artios® for cleaning, repairing, etc., any part of the building or its furnishings and equipment, which in the judgment of the administration has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

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**ROOM SETUPS:** Any rooms set up changes are subject to approval after initial setup request. All set up change requests must be received no less than seven business days prior to event.

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**TECHNICAL EQUIPMENT:** Audio/Visual equipment is available for use, but can be operated only by a trained and approved Artios® technician.

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**TECHNICIAN FEES/USAGE** Notification of all technical needs is required **Two Weeks** prior to event (see *Room Use Agreement*). All production materials (PowerPoint presentations, DVDs, Walk In Music, etc.) must be provided, along with service flow, a minimum of **One Week** prior to event. (Please be as detailed as possible.) Should materials not be received in this timeframe, services cannot be guaranteed. **Speaker/facilitator needs to be available to Tech team 30-45 minutes prior to event start time.**

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**SMOKING:** All members, of all groups using our facilities shall abide at all times by a “NO SMOKING” rule in all parts of the building, including corridors, restrooms, Artios® Café, outdoor seating areas, and the Artios® bridge.

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**ALCOHOL USE AND CONSUMPTION:** The serving, consumption, and/or use of alcoholic beverages shall not be permitted at any time on property.

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**FINAL DECISIONS:** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, Artios®’s administration or their delegated representative shall decide the matter and all individuals and groups shall abide by the administration’s directions or forfeit immediately the use of any part of the facility.

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**SUPERVISION OF CHILDREN AND YOUTH:** All people using the facility are expected to adhere to the following guidelines:

- No fewer than two adults must be present at all times during any program or event involving children.
- Adults must be 18 or older and must be at least 5 years older than the children they are supervising.

**DECORATIONS:** Any decorations must be approved in advance.

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**EMERGENCY SCHEDULING CONFLICTS:** Artios reserves the right to pre-empt any facility use for it’s own in cases of emergency. Notice will be provided as early as possible.

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**STORAGE:** There is no excess storage available. All organizations using the facility will be responsible for storing props and accessories offsite.

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**BICYCLES AND SKATEBOARDS:** No bicycles or skateboards are allowed inside the facility or on the premises. \_\_\_\_\_

**SECURITY:** Artios works to maintain a safe and secure environment within the facility; however, no system is foolproof. We ask all users to pay close attention to personal property and valuables. Do not leave belongings unattended. Artios is not responsible for theft and/or damage to personal property. \_\_\_\_\_

**CLEAN UP AND ROOM RESET:** While Artios employs a custodial staff, it is the responsibility of the group using the facilities to leave it in good order. All trash should be picked up and put into proper receptacles, trash taken out to the dumpster and trash bag replaced. Artios's custodial staff is not responsible for picking up litter or washing dishes.

Once finished with your event, please setup the room you are using in accordance with the room setup plan on the wall. (If your event is between Tuesday or Wednesday, please use the Thursday setup plan. If your event is Friday – Sunday, please use the Monday setup plan. Failure to do this will include a reset fee of \$50.00 \_\_\_\_\_



**Room Use Agreement**  
Please complete entire form  
(Please use blue/black ink and print legibly)

Name of Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Event Name and Description: \_\_\_\_\_  
\_\_\_\_\_

Date of Request: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Set Up Configuration (see options depicted under item #2): \_\_\_\_\_

Set Up Requirements (linens, additional tables, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Artios Staff Setup (\$100.00 setup fee required) : \_\_\_\_\_

Tech needs Required (\$30.00 per hour with a 3 hour minimum) \_\_\_\_\_





## Technical Production Requirements

### Audio:

How many handheld microphones? \_\_\_\_\_

Will there be walk-in music? YES / NO

Who will provide walk-in music? \_\_\_\_\_

Does it need to be recorded? YES / NO

Is there a live band? YES / NO  
If yes, please provide contact information to include: name, contact number, and e-mail address.

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### Video:

Do you have PowerPoint? (if Yes, e-mail [jmlane@Artiosacademies.com](mailto:jmlane@Artiosacademies.com)) YES / NO

Do you have DVDs? \_\_\_\_\_

Do you have background graphics? \_\_\_\_\_

### Lights:

Is there a special look you want? \_\_\_\_\_



## Service/Event Flow

Date(s):	
Location:	
Service/Event Title:	
Group/Speaker(s):	

Time:	Order of Event/Instructions:	Screens	Side Screens#	Lighting Cue	Music	Notes



## Release and Indemnity

The Release and Indemnity Agreement is between the above-named organization (“Organization”) and Artios® .

1. Artios® is the owner of the real property and improvements located at 415 Brogdon Rd., Sugar Hill, GA.
2. Organization desires to use the property described above for meetings and other activities NOW, therefore in consideration of Artios® permitting Organization to use the property and improvements described above, the Organization agrees as follows:
  - a. Organization hereby releases, discharges and covenants not to sue Artios® or its administrators, directors, agents, officers, members, volunteers and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee or participant of Organization makes any claim against Artios® or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold Artios® and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages and costs arising out of such claim.
  - b. Organization represents that it carries standard general liability insurance coverage with a minimum of \$1,000,000 per occurrence. Upon request, Organization will provide Artios® with proof of liability insurance, and if requested, will add Artios® as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY AND AGREEMENT TO RULES AND REGULATIONS: I agree to be responsible for the conduct of those coming to and/or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear, which may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the property will be used in accordance with the Rules and Regulations afore mentioned, and I, hereby, consent to the Release and Indemnity Agreement.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_