W. Peyton Thurman Meetinghouse Use Agreement

Please read, sign below and return to Ray Clere. If you have any questions, please contact Ray Clere at 502-863-8122 or email ray_clere@georgetowncollege.edu.

In order to maintain the W. Peyton Thurman Meetinghouse as a first class event location for all groups, the following guidelines have been implemented:

- Off campus organizations and groups may reserve rooms in the W. Peyton Thurman Meetinghouse, however, confirmation of availability will be made no sooner than 60 days in advance of the requested date of reservation. Exceptions for certain types of events (weddings, etc.) to the 60 day notice of availability will be considered and approved by key GC staff members. Requests for an exception must be made through Ray Clere.

- A Room Rental Fee of $30 per hr. or $150 per day may be applicable for off-campus groups. This fee may be waived depending on the requester’s relationship with Georgetown College, however, a setup fee may be applicable. Waiver of the fee must be approved by the Georgetown College Vice President/Chief Financial Officer.

- Please do not touch, rearrange or remove any art work/paintings.

- If you are the lessee and cannot be present during the event, please designate someone who will be responsible for clean-up. Be sure to place all trash in the trash containers.

- Groups using the W. Peyton Thurman Meetinghouse will be held financially responsible for any special cleaning, maintenance, or repair resulting from the event or activity.

Other Georgetown College services are as follows:

- Contact Tina Robinson at 502-863-8116 with set-up needs (tables, chairs, podium, etc.) for your event.

- If hosting an event that requires catering, please consult with Sodexo, Georgetown College’s Dining Services Contractor, at 502-863-8141 for your catering needs. No outside catering company or individual is to be used on campus.

Name - Please Print  ____________________________________________

Signature  ____________________________________________

Phone  ____________________________________________

Date  ____________________________________________

Revised 04-01-2014