

**The Demosthenian Literary Society**

University of Georgia

Demosthenian Hall

Athens, GA 30602

Tel: (912)4807315

Dear Renter,

Thank you for your interest in renting Demosthenian Hall, located on the University of Georgia's Historic North Campus since 1824. Please print and fill out this entire contract, keeping a copy for your records, and mail the completed and signed contract to the address found at the bottom of the contract. Please give special attention to the date and time you will need the hall. Know also that we cannot rent the hall on Thursday nights during the Fall and Spring semesters or on the weekend closest to February 19<sup>th</sup>.

Approximately one week before your rental, a representative from the Demosthenian Literary Society will contact you with information on how to access the hall. Procedures on returning the key and closing procedures are outlined in the rental guidelines, which can be found on our website at <http://www.dlsuga.com/demosthenian-hall/rentals/>.

If you have any further questions about this contract or renting the hall, please do not hesitate to contact our Hall Administrator, Makenzie Miller, at [dlshalladmin@gmail.com](mailto:dlshalladmin@gmail.com) or (912)-480-7315. We thank you, on behalf of the Demosthenian Literary Society, for allowing us to host your event. We hope that your experience with the Hall and the Society that governs it is a positive one and that you will keep us in mind for your future events.

Sincerely,

Makenzie Miller

Hall Administrator, Demosthenian Literary Society

Eli Klenberg

President, Demosthenian Literary Society

# RENTAL AGREEMENT FOR DEMOSTHENIAN HALL

## I. Renter Information

Please provide us with the following information:

Name(s): \_\_\_\_\_

Organization/Department (if applicable):

\_\_\_\_\_

Contact Information:

Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Email Address:

\_\_\_\_\_

This is an agreement between \_\_\_\_\_, hereinafter referred to as the rental party, and the Demosthenian Literary Society regarding the use of Demosthenian Hall, herein referred to as the Hall. The Demosthenian Literary Society agrees to rent the Hall to the rental party on (day, month, year) \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_.

Please circle the reason you wish to rent the Hall.

Pre-Wedding Dress Space, Wedding, Lecture, Greek Program/Event Reception, SGA Event, Non-Greek Initiation Event, Book Signing, Other (please specify on the blank provided):

\_\_\_\_\_

# RENTAL AGREEMENT FOR DEMOSTHENIAN HALL

## II. Payment Plan

(Please check the plan that applies to your rental. If you need clarification, please contact Makenzie Miller at [dlshalladmin@gmail.com](mailto:dlshalladmin@gmail.com) or (912)-480-7315)

\_\_\_\_\_ PLAN A – The rental party is not affiliated with the University of Georgia. The rental party would like to rent the hall for a period of 6 hours or less and agrees to pay a rental fee of \$250. Additionally, the rental party agrees to give the Demosthenian Literary Society a refundable deposit of \$200 prior to the rental date, on the condition that it will be surrendered if the rental party fails to abide by the general guidelines outlined below. It is understood that any violation of the general guidelines is grounds for the loss of the renters' security deposit. The rental party will write two separate checks to cover this plan.

\_\_\_\_\_ PLAN B – The rental party is not affiliated with the University of Georgia. The rental party wishes to rent the hall for the full day (or a period of more than 6 hours) and agrees to pay a rental fee of \$350. Additionally, the rental party agrees to give the Demosthenian Literary Society a \$200 refundable deposit, on the condition that it will be surrendered if the rental party fails to abide by the general guidelines outlined below. It is understood that any violation of the general guidelines is grounds for the loss of the renters' security deposit. The rental party will write two separate checks to cover this plan.

\_\_\_\_\_ PLAN C – The rental Party is a student organization that is affiliated with Student Affairs and/or the University of Georgia. The rental party agrees to pay a rental fee of \$100. Additionally, the rental party agrees to give the Demosthenian Literary Society a \$200 Security Deposit on the condition that it can be returned if the rental party abides by the general guidelines outlined below.

*We cannot accept Plan C contracts unless your faculty advisor fills out and signs the following section of the contract.*

PRINTED NAME OF FACULTY ADVISOR: \_\_\_\_\_

FACULTY/STAFF SIGNATURE:

\_\_\_\_\_  
DATE: \_\_\_\_\_

## RENTAL AGREEMENT FOR DEMOSTHENIAN HALL

\_\_\_\_\_ PLAN D – The rental party is a University of Georgia department. The rental party agrees to pay a rental fee of \$0. Additionally, the rental party agrees to give the Demosthenian Literary Society a \$0 security deposit, knowing that failure to comply with the general guidelines below may result in charges to the department.

*We cannot accept Plan D contracts unless a UGA faculty or staff member fills out and signs the following section of the contract.*

PRINTED NAME OF FACULTY ADVISOR: \_\_\_\_\_

FACULTY/STAFF SIGNATURE:

\_\_\_\_\_ DATE: \_\_\_\_\_

### III. The Security Deposit

***Seizure of the deposit does not absolve the rental party of liability for damages in excess of the amount of the deposit (\$200).***

The Demosthenian Literary Society is the oldest student organization on campus and a non-profit organization. It depends largely on donations from students, alumni, and friends of the Society to maintain its hall and carry out its function. Please indicate what you would like us to do with your security deposit, assuming it is not surrendered:

\_\_\_ Tear up the check

\_\_\_ Deposit the amount as a donation to the Demosthenian Literary Society

\_\_\_ Give an additional donation of \_\_\_\_\_ (written as a separate check)

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### IV. Rules and Regulations

**Please read the following carefully as failure to meet with the following will result in a forfeiture of the deposit, possible charges above the deposit, and failing that, any legal action the Demosthenian Literary Society deems necessary:**

1. The rental party agrees to pay the rental fee prescribed by the payment plan.
2. The rental party further agrees to give the Demosthenian Society a security deposit in the amount of \$200 prior to the time of use set out above (if applicable). The Demosthenian Society agrees to follow the renter's wishes regarding the security deposit, assuming that there has been no damage to the Hall. If there is any damage to the Hall and/or any cleaning needed beyond that which would reasonably be expected under the terms of this agreement, the rental party agrees to forfeit the amount of the damage deposit to be returned to the rental party. If the cost of the repair and/or cleaning exceeds the amount of the damage deposit, including if the rental party had a \$0 deposit, the rental party agrees to forfeit the entire damage deposit and to promptly pay the difference between the actual cost and the damage deposit. (Please see the Payment Plan section for more details.)
3. **The rental party further agrees that at no time nor in any manner will fire be allowed inside the Hall. This is to include smoking, the presence of candles and incense, or any open flame. Any evidence of fire will be grounds for immediate removal from the Hall with the forfeiture of the deposit as well as a fine for use of fire and any damage it has caused.**

## **RENTAL AGREEMENT FOR DEMOSTHENIAN HALL**

4. The rental party further understands that due to the Hall's age, it was not built with the modern conveniences of climate control in mind, meaning the climate control is not always optimal.
5. The rental party also agrees that they will keep the Hall in a neat and proper manner while in their use, and after their use, will return, as near as possible, to the condition in which they found it. The rental party agrees that they will not remove anything portable from the Hall, such as chairs, at any time. We reserve the right to fine renters who leave the Hall in an unacceptable condition.
6. The rental party also agrees that they will not leave the Hall open when not supervised by either the rental party or a member of the Society.
7. The rental party also agrees that no violation of Federal, State, local law, or University regulation will take place in or during their use of the Hall
8. The rental party agrees to abide by any further reasonable communication to them by the Demosthenian Society regulating conduct or the use of the Hall that may arise.
9. In return for the above consideration, the Demosthenian Literary Society agrees to make the Hall available and capable for the use by the rental party for the purposes set out in the agreement. If after the event, it is discovered that the rental party has in any way broken the terms of the agreement, the Demosthenian Literary Society reserves the right to charge fines based on the decisions of the President, Treasurer, Custodian, and Hall Administrator. Also, if the issue is not resolved in an amicable

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manner, the Society reserves the right to ban any person(s), group, or organization from any future use of the Hall.

10. The Demosthenian Literary Society assumes no legal liability for damage resulting to facilities or persons arising from the use or misuse of Demosthenian Hall.

**PLEASE SEE NEXT PAGE FOR SIGNATURE AND SENDING ADDRESS.**

## RENTAL AGREEMENT FOR DEMOSTHENIAN HALL

Having read and agreed to the terms and conditions set out above, we, the undersigned, do ratify and accept this agreement on behalf of our respective parties.

On behalf of the Demosthenian Literary Society:

\_\_\_\_\_ Date \_\_\_\_\_

On behalf of rental party:

\_\_\_\_\_ Date \_\_\_\_\_

Please mail this contract, the rental fee and the \$200.00 security deposit (if applicable) to:

Demosthenian Literary Society

The University of Georgia

Demosthenian Hall

Athens, GA 30602