

YOUTH PROGRAMS

In accordance with the Georgia Tech [Youth Programs policy](#), all youth programs and activities hosted at the Exhibition Hall or West Village Dining Commons must be registered through the Youth Compliance Office.

REGISTRATION PROCESS | GEORGIA TECH DEPARTMENT & CHARTERED STUDENT ORGANIZATIONS

Georgia Tech Departments and Chartered Student Organizations should follow the following procedures to register their youth program hosted as the Exhibition Hall or West Village Dining Commons:

1. Request Space via [GT Events](#) and indicate youth will be in attendance for the event.
2. Once space has been identified as available for the event, the [youth programs registration form](#) should be submitted. This should occur **no later than 30 days prior to the start of the reservation**. Keep in mind the following while filling out the registration form:
 - a. Ensure program name is uniform throughout the registration form and mirrors the event name submitted through GT Events.
 - b. List all of the facilities and facility staff. For the Exhibition Hall and West Village Dining Commons, the facility staff is the Reservations and Event Coordinator.
 - c. If submitting a registration form for multiple programs, ensure the dates, schedule, participant numbers, and chaperone numbers are included for each program.
3. Once the registration form is submitted, the Youth Programs Compliance Specialist will either confirm the event, or follow-up regarding more details.

REGISTRATION PROCESS | OFF-CAMPUS CLIENTS

Off-campus clients should follow the following procedures to register their youth program hosted at the Exhibition Hall or West Village Dining Commons:

1. Request Space via the Off-Campus [space request form](#).
2. Once space has been identified as available for the event, the [youth programs registration form](#) should be submitted. This should occur **no later than 30 days prior to the start of the reservation**. Keep in mind the following while filling out the registration form:
 - a. Ensure program name and organizing entity is uniform throughout the registration form, facilities use agreement, certificate of insurance (COI), and mirrors the event name submitted through the Off-Campus space request form.
 - b. List all of the facilities and facility staff. For the Exhibition Hall and West Village Dining Commons, the facility staff is the Reservations and Event Coordinator.
 - c. If submitting a registration form for multiple programs, ensure the dates, schedule, participant numbers, and chaperone numbers are included for each program.
 - d. COI should be submitted through the youth programs registration form to be reviewed by the Youth Programs Compliance Specialist.

3. If the COI is not available at the time the youth programs registration form is submitted, the COI should be submitted to the Event Coordinator at least **two weeks prior to the start of the reservation**.
4. Once the COI has been confirmed, event details can be finalized with the Reservation and Events Coordinator.
5. Finally, a facilities use agreement must be executed and reservation paid in full prior to the event.

REGISTRATION PROCESS | OFF-CAMPUS CLIENTS

Commercial General Liability (CGL) is required covering the period of occupancy and use of the premises. The CGL shall provide at minimum the limits outlined below. To ensure compliance with the coverage limits, we recommend sharing the information below with the insurance broker.

Coverage	Limits
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$300,000 Any one premises
Personal & Advertising Injury	\$1,000,000 Any one person/organization
Sexual Abuse or Molestation	\$1,000,000 Any one person
Products/Completed Ops. Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Commercial Umbrella Liability	\$2,000,000

Additionally, please ensure:

- The policy covers the time period in which the event takes place.
- Insurance company is licensed to do business in the State of Georgia and must be rated at least “A-“ Class “VII” in the most recently published Best’s Insurance Report.
- “Georgia Institute of Technology” should be listed as the Certificate Holder.
- “Board of regents, Georgia Institute of Technology, including its officers, employees and agents” should be listed as Additional Insured.