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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.

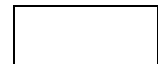
_____ \$45 half day (4 or less hours) or _____ \$60 full day (5 or more hours)

FULL NAME CONTACT PERSON	SIGNATURE	DATE
CONTACT NUMBER	EMAIL	

! 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.



! 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
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