

James G. Kaskey Memorial Garden (BioPond) Rental Form

THIS SIGNED LETTER AUTHORIZES THE HOLDER TO USE THE BIOPOND ON THE DATE INDICATED:

I, _____, will be responsible for a party of _____ people in the BioPond on _____ from _____ to _____. I understand there is a charge of \$_____ for use of this area, which will be paid in advance by check, or by journal voucher. In the event of cancellation due to weather, I will not be charged.

There is to be no ball playing in the garden. Plantings are fragile, and cannot tolerate balls or the feet which follow lost balls. The only area which is large enough to accommodate a volleyball net, frisbee throwing, or similar activities is the lawn area to the front (north side) of Goddard. Please take this rule seriously; damages to plantings will be charged accordingly.

In compliance with the alcohol policy at the University of Pennsylvania, if alcohol is to be served, a formal request to this office must be received in writing before the event is to take place. Please address requests to: Tracy Byford, Greenhouses/6018; E-mail: biopond@sas.upenn.edu

Please check one: Alcohol will be served
 Alcohol will not be served

To be permitted to serve alcohol in the BioPond garden, the following terms must be met:

1. A responsible person, 21 years of age or older must dispense alcohol.
2. There must be a method of checking the age of persons who are not known to the dispenser. (Please indicate how this will be performed when you submit your request.) No alcohol is to be served to persons under age 21.
3. At least 90% of the expected participants at the event must be 21 or over, with the exclusion of small children under their guardian's care.
4. No alcohol may be sold without a liquor license: the University does not hold such a license.
5. By signing this form and checking the "alcohol will be served box", the event coordinator and the business administrator take full responsibility for alcohol use at their event. In the case of a violation of the University alcohol policy, and/or State Law, The Biology Department will not be responsible for any resulting penalties, fines, etc.

The Biology Department does not provide a barbeque grill. If a grill is brought

into the Garden, an event organizer must meet with a staff member in person prior to the event to check with the placement. Under no circumstances can grills be placed to the south of the Goddard building. Smoke enters the building and causes evacuations.

Please check one: Event will be catered
 Event will not be catered

Catering Company: _____

Catering Company Phone: _____

Please arrange for the caterer to contact the Garden Manager, Tracylea Byford at biopond@sas.upenn.edu, or 215-898-7175 to discuss arrangements.

If this is your first time renting the Garden, you must meet with a member of the Garden staff prior to the event so that it is clear where you will be setting up, and so that you understand the logistics of the site.

Reservations are on a first come basis. Please contact the Biopond Staff at biopond@sas.upenn.edu or 215-898-7175 to confirm that the dates which you have scheduled are available.

I agree that the department, or group hosting the event will pay for damages to the BioPond incurred as a result of the event. I further understand that my group is responsible for placing its trash in cans provided, and I will be charged cleanup costs if the area is not cleared of my trash before I leave. By signing, I agree to the terms stated in this letter.

Signed: _____ Date: _____ Phone: _____
Event Coordinator

Budget Authorization (26 digit): _____

Dept. Name: _____

Business Administrator: _____ Phone: _____

BioPond Manager: _____
Tracylea Byford

Please note: No event is given status in scheduling until this completed form has been returned. Reservations are on a first come basis.