

FACILITY USE AGREEMENT
[Sample for Political Subdivisions]

Section 1: Reservation Information

Today's Date: _____

Name of User/Group			
Contact Person	Telephone Number	Date of Function	
Address	City	State	Zip
Billing Address (if different)	City	State	Zip
Area Reserved		Arrival Time	Departure Time
Number of People	Comments		
Nature of Event			
Price Quote			
Special Requests			

Section 2: User Agreement

The User agrees:

1. That the use of the Facility is limited to the hours between _____ and _____.
2. User represents that its activities, pursuant to this agreement, will be supervised by adequately trained personnel, and that User will observe, and cause the participants in the activity to observe, all safety rules for the Facility and the activity. User acknowledges that the State has no duty to and will not provide supervision of the activity.
3. That the subcontracting of food service, transportation, entertainment or other activities is the responsibility of the User and requires User or subcontractor to provide proof of general liability insurance in the amount of \$1,000,000 per occurrence covering any and all claims of any nature arising out of this agreement.
4. That the sale or token sale of alcohol is prohibited.*
5. To care for the Facility and furniture and agrees to reimburse the State (agency name) for repair or replacement costs resulting from any misuse or neglect.

Section 3:

I acknowledge that I have read this agreement and agree to follow the guidelines herein.

Further, I understand and agree that the State (agency name) assumes no responsibility for personal injury, property loss or damage occurring during meetings, gatherings or events sponsored by outside groups.

Dated _____, 20_____

_____ (User Signature)

* SBHE Policy 918 prohibits alcohol upon land or buildings owned by the Board or its institutions, unless a permit is issued by the institution's chief executive or designee. If an event sponsored by a User includes alcohol, this Agreement should include indemnification and insurance requirements.