

CONFIRMATION OF CAMPUS FACILITY RESERVATION

Organization: _____
Event Title: _____

Date of Request: _____
Requested By: _____

Student ID #: _____ No. of Participants: _____
Telephone: _____ Fax: _____

Mail Confirmation To: _____

Admission Charged? YES NO

Donations Collected? YES NO

Email Address: _____

Food Handler Permits Required? YES NO

I hereby agree personally and on behalf, jointly with my organization or group, to be responsible for the conduct, and to be liable for any fees, out of pocket expenses, or for any damages to the facility/equipment by the organization which I represent. I further acknowledge that the restrictions/conditions printed on both sides are binding and include, without limitation, the requirement to provide liability insurance, unless this requirement is waived by Scheduling in consultation with the University Risk and Insurance Manager.

By _____ (Authorized Signature, Organizational Representative) Telephone _____ (If Different From Above)

(For Scheduling Use Only)

Room/Facility/Space Reserved	Day & Date Reserved	Begin:	Time	End:
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____
_____	_____	_____	to _____	_____

Restrictions/Instructions/Comments:

1. Visitors must comply with University of Utah parking regulations. For questions, please call Commuter Services at 581-6415.
2. User is responsible for damages and clean up.
3. No alcoholic beverages of any kind allowed.
4. No food or beverages allowed in any classroom or auditorium.
5. User will have this confirmation at event for security purposes.
6. Other: _____

Rental Fees Required: Not Applicable:

BUILDING/FACILITY RENTAL FEE \$ _____

Other Special Charges:

A. TABLE & CHAIR RENTAL \$ _____

B. PROJECTOR/OPERATOR \$ _____

C. CUSTODIAL SERVICE \$ _____

D. SECURITY/POLICE SUPPORT \$ _____

E. OTHER CHARGES \$ _____

TOTAL ESTIMATED CHARGES \$ _____

User acknowledges above restrictions: _____ (User Initials)

Insurance liability requirement in paragraph 7 on reverse side.

Insurance requirement waived? YES NO

Insurance requirement waived by: _____ (Scheduling Division Initials)

Notification/Coordination:

- | | | | |
|---------------------|--------------------------|-------------------------------|--------------------------|
| Buildings & Grounds | <input type="checkbox"/> | Plant Operations | <input type="checkbox"/> |
| Public Safety | <input type="checkbox"/> | Risk Management | <input type="checkbox"/> |
| Custodial | <input type="checkbox"/> | Environmental Health & Safety | <input type="checkbox"/> |
| Other: _____ | <input type="checkbox"/> | | <input type="checkbox"/> |

Payment Due Date: _____ Make Checks Payable To: UNIVERSITY OF UTAH	Mail Payment To: University of Utah Scheduling Division 201 S. 1460 E. Room 40 Salt Lake City, UT 84112
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Reservation Entered

Confirmation: (Scheduling Division) _____ Date _____

This form must be signed and the ORIGINAL COPY returned to the Scheduling Division within 10 days, or the reservation will be cancelled.

CONTRACT

THIS AGREEMENT is entered into between the University of Utah, a body corporate and politic of the State of Utah (referred to herein as University), and the USER identified on the obverse side of this form (referred to herein as the USER).

WHEREAS, the USER desires to have access to and use of the University property for the purpose described on the obverse side; and, WHEREAS, the University is willing to provide such access and use only on the conditions contained herein,

NOW, THEREFORE, IT IS HEREBY AGREED:

1. The USER is hereby extended permission to use University property only as described on the obverse side.
2. The USER agrees to inform the University of the exact nature of the use of University property. If the use involves promotion, filming, photographing, recording, or other activities, or other uses whereby the University as an entity can be identified with the use, either expressly or by implication, the University may review the nature of the use, monitor such use prior to, during, and after such use, and determine, in its sole discretion, the appropriateness of such use. The University reserves the right to cancel the permission extended by paragraph 1, without prior notice, in the event it is determined that the proposed use is clearly contrary to the best interest of the University and/or is inconsistent with the representation made by the requesting organization or unit at the time it requested permission to use University facilities. The University may also cancel the use for any other violations of this agreement.
3. The USER agrees that it will contact and cooperate with the University through the Registrar's Office, Scheduling Division and the University agrees to coordinate with the Scheduling Division to assist and facilitate such use in an orderly manner.
4. The USER agrees to cooperate with and follow the directions of University Police, Parking Services, Plant Operations, and other University departments as determined by the University administration, and further agrees that at all times while using the campus it will permit the presence of University Police to maintain order and facilitate communication.
5. The USER agrees that it will not, without express written permission from the University of Utah administration:
 - A. Make any hookups in plumbing or electrical systems.
 - B. Block or otherwise inhibit the free use of streets, parking lots, sidewalks, facilities, or entrances or exits to buildings.
 - C. Publish, exhibit, display or otherwise use any picture, recording, photograph, or motion picture, of any University student, faculty, staff, or visitor without written permission.
 - D. Bring animals on campus for any purpose.
6. The USER further agrees that it will exercise reasonable care in fulfilling its obligations under this agreement, and in particular, will not:
 - A. Damage or disturb the landscape.
 - B. Damage or deface any structure or property.
 - C. Disturb, obstruct, or interfere with the regular activities of the University.
 - D. Use, provide, or permit to be used any alcoholic beverages or illegal drugs on University property.
 - E. Authorize, conduct or permit any illegal activity on University property.
 - F. Allow noise levels to exceed those permitted by Salt Lake City ordinance, state law, or University policy.
7. The USER agrees to defend, indemnify, and hold harmless the University, its agents or employees from any and all injury, damage, or loss to persons or property that results from or is in any way connected with the use of University property by the USER or USER's agents, guests, invitees, volunteers, performers, employees, providers, contractors and subcontractors, except where such injury, damage or loss is caused by the sole negligence of the University. Further, the USER agrees to provide a certificate of insurance for Commercial General Liability insurance in the amount of at least \$1,000,000 per occurrence that lists the University of Utah as an additional insured. USER may also be required to provide evidence of other insurance coverages that are reasonable based on USER's operations. The insurance provisions herein may only be waived by the Scheduling Division in consultation with the University Risk and Insurance Manager. The indemnification obligations of this paragraph 7 shall survive termination of this Agreement.
8. The USER agrees to pay all costs associated with its use of University property including costs of personnel, utilities, services, and the amount of any damage or destruction to property, real or personal, or injury to persons, for which it is responsible under this agreement, as billed by the Scheduling Division.
9. It is hereby agreed that this permission to use University property is revocable at the will and discretion of the University without prior notice.
10. This agreement creates no lease, sale, or other interest in University facilities, but is only a revocable, temporary license to use a specific University facility.
11. Unless otherwise expressly stated, or previously expired or revoked, this license automatically expires one (1) week from the date of use stated on the obverse.
12. The individual signing this agreement on the obverse side for any organization, group, or as a single individual, is nevertheless personally obligated under the terms of this agreement.
13. Appeals for denials of requests of facilities, objection to assignment of a specific facility, or the assessment of fees or out-of-pocket expenses, shall be processed in accordance with University Policy and Procedures Manual, Policy No. 8-9.