



FACILITY AGREEMENT

740-245-7170

ltaylor@rio.edu

NAME OF FACILITY: _____

DATE: _____ TIME OF USE: _____

EVENT: _____

Student Organization University Hosted Event Campus Group Use Off Campus Group Use

SET UP REQUIREMENTS: (Tables, Chairs etc.) _____

EXPECTED: _____

SERVICES/EQUIPMENT: (Overhead, Podium etc.) _____

WOULD YOU LIKE YOUR EVENT CATERED BY CAMPUS FOOD SERVICE? Yes No

WILL ALCOHOL BE SERVED? Yes No

Any conduct which is in violation of the Ohio Liquor Control Law (Title 43 of the Ohio Revised Code) on or off campus is prohibited and strictly enforced. The use of alcoholic beverages is strictly prohibited unless approved by the President of the University of Rio Grande.

RENTAL FEE: \$ _____

DEPOSIT: (If applicable) _____

NOTICE: READ THE PARAGRAPH BELOW BEFORE SIGNING

*We understand that we shall be responsible for all liabilities and damages to any person or persons in the group or organization arising out of the use of these facilities, to the degree of our fault, and we shall save and hold the University of Rio Grande free and harmless of all liabilities and damages to the degree of our responsibility in accordance with this paragraph. Also, we shall be totally responsible for loss and damages to the building and/or equipment. *Separate and additional charges may be incurred for additional clean-up/trash removal of facility used (if deemed excessive).*

****The University of Rio Grande is a tobacco free institution.**

Campus Police can be reached at 245-7286.

GROUP/ORGANIZATION NAME: _____

GROUP REPRESENTATIVE: _____

MAILING ADDRESS: _____

PHONE: _____

University of Rio Grande _____ Date _____

Group Representative _____ Date _____