



## Facility License Agreement Summary

Name of Group: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

Facility/Venue: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Event attendees (especially children) must remain within the reserved venues. An additional room with a TV/VCR/DVD Player should be reserved if a large number of children are expected to attend. The event sponsor is responsible for providing adult supervision in all reserved venues.

Contact Person: \_\_\_\_\_ Phone (day): \_\_\_\_\_ Night: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Contact Person: \_\_\_\_\_

Set-Up Details: \_\_\_\_\_ A/V Equipment: \_\_\_\_\_

Catering?  Yes  No Alcohol?  Yes  No

If alcohol is to be provided, Texas Alcoholic Beverage Commission (TABC) certified servers must be employed. In addition, when alcohol is provided and there is an admission charge, a TABC alcohol sales or catering permit is required. Twenty-four hours prior to the event, the Student Center must receive a copy of either the permit to sell alcohol from the caterer (if Rice Catering is not being used), or the TABC Certification Cards of the individuals who will be serving. If this documentation is not provided, but alcohol is brought into the facility, the event will be cancelled.

Outside Rental Equipment? Yes No (Please list equipment and company): \_\_\_\_\_

How did you hear about the Student Center facilities? \_\_\_\_\_

- Final arrangements for set-up, A/V equipment, catering, and alcohol must be made at least ten (10) business days prior to the scheduled event and will require a signature for confirmation.

**Estimated Costs:**

**Bill To:**

Facilities Rental \_\_\_\_\_

Staff Overtime \_\_\_\_\_

A/V Services \_\_\_\_\_

**PLEASE PAY SPECIAL ATTENTION TO THE POLICIES STATED ON THIS AGREEMENT**

I have read and understand my responsibilities as a user of the Rice Student Center and agree to abide by all policies stated on this agreement.

Responsible Party \_\_\_\_\_ Date: \_\_\_\_\_

Student Center Confirmation \_\_\_\_\_ Date: \_\_\_\_\_

Refundable Deposit: \_\_\_\_\_ Event Deposit: \_\_\_\_\_  
 Check: \_\_\_\_\_ Cash: \_\_\_\_\_ Amount Rec'd: \_\_\_\_\_

Check #: \_\_\_\_\_

## Rice University Student Center Facility Usage Policies

1. Reservations must be made by a responsible representative of the Group requesting Student Center facilities. The Student Center reserves the right to refuse any reservation request.
2. Facilities can be placed on hold for 5 business days, after which the Student Center must receive a \$100.00 non-refundable deposit, which will be applied toward the total amount. Full payment is due no later than 30 days prior to the event. Failure to pay-in-full within the said timeline will result in lose of the reservation. Any additional charges assessed after the event will be due within thirty (30) days of billing. **CANCELLATIONS:** In order to maximize the utilization of our scarce resource, a cancellation fee is incurred by event sponsors if they do not release a space in order for it to be utilized by another organization. Therefore the following sliding scale of cancellation fees will apply:
  - Cancelled > 2 weeks (15+ business days) prior to the scheduled event 75% of facility use fee is returned.
  - Cancelled >1 weeks (6-14 business days) prior to the scheduled event 50% of facility use fee is returned.
  - Cancelled <1 week (0-5 business days) prior to the scheduled event 0% of facility use fee is returned.
3. Failure to make prompt payment will jeopardize the Group's future use of Student Center facilities.
4. No tape, tacks, nails, screws, etc., may be used to affix any items or decorations to the building, its furnishings, fixtures or equipment. A limited number of easels and portable signs are available through the Student Center; all set-up requests must be made at least ten (10) business days prior to the scheduled event.
5. The Group is responsible for the return of the facilities to regular use in good condition. Any items brought into the Student Center must be removed at the close of the event. Costs incurred for extraordinary cleaning, or for repairing or replacing any damaged items must be assumed by the Group. There may be no rice, rice bags, confetti, flower petals, or glitter utilized on the premises, including the facilities rented and on the outside grounds of the Student Center complex. Birdseed may only be distributed outside of the building. Only dripless, contained candles may be used on the premises. Additional clean-up charges may be assessed after the event based on the actual extent of clean up required at \$35.00 per hour of service per custodian, with a minimum of \$70.00
6. **USE OF SMOKE/FOG MACHINES IS PROHIBITED INSIDE THE STUDENT CENTER.**
7. Only the facilities stated on this agreement may be used. These facilities may be used only by the stated Group, for the stated purpose, and for the designated event times. **Any additional hours beyond the designated event times are chargeable by the hour plus open early and/or late closing fees and the responsibility of the group.**
8. In the event that the Student Center is subsequently unable to furnish the facilities agreed upon, it shall have no further liability than the refund of any fees submitted by the Group.
9. No merchandise of any description may be offered for sale within the Student Center or on its grounds, unless specifically permitted in writing on this contract prior to the event.
10. Rice University and the Student Center will be held free of all responsibility and liability, financial or otherwise, involved in the presentation of any event. The Student Center is in no way responsible for any damage to, or loss of, equipment, decorations, etc., owned or rented by the Group.
11. All federal, state, and municipal laws, codes, and rulings, in addition to all applicable University policies, must be upheld by the Group.
12. By entering into this agreement, Rice University and the Student Center in no way endorse the presented event. By entering into this agreement, the Student Center in no way surrenders its right to manage and supervise its property under the normal rules governing its operation.
14. A certificate of insurance is required for all events. The certificate must have proof of commercial general liability and automobile liability insurance in amount of \$1,000,000.00 per occurrence per line of coverage. If the group is unable to provide a certificate of insurance the university can provide insurance coverage at a cost of \$225 - \$247 per event. Enclosed is a special events information sheet; groups needing insurance coverage must complete this sheet and send it to the Student Center Reservationist.

Revised 1/4/08 ND