



Transylvania University  
William T. Young Campus Center  
300 North Broadway | Lexington, KY 40508 | Suite 129  
(859) 233-8271 (phone)

**Transylvania University - External Facilities Use Agreement**

The following constitutes an understanding and agreement between Transylvania University and \_\_\_\_\_. The University agrees to make available the facilities, services, and equipment as specified in the attached Reservation Confirmation form through AdAstra.

**Section I: To Be Completed By External Individual/Organization**

Name of Individual/Organization: \_\_\_\_\_

Type of Organization: Individual \_\_\_\_\_ Corporation \_\_\_\_\_

If a Corporation: Non-Profit \_\_\_\_\_ 501(c)3 \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_

Mailing/Billing Address: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Specific Description of Use of Space: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Describe any resources to be used (utilities, equipment, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

External Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section II: Insurance Requirements**

The user must provide Transylvania University with General Liability Insurance Coverage with limits of \$1,000,000 per occurrence for bodily injury and property damage. The policy will be endorsed to include Transylvania University as an additional insured. This document must be received by Transylvania University no later than 7 days prior to the event. The University reserves the right to cancel the reservation if the certificate is not received. If the user does not have liability insurance coverage for the event, event coverage must be purchased.

**Section III: To Be Completed by Requesting Transylvania Host (if applicable)**

Name of Host: \_\_\_\_\_

Please describe why hosting this event is in the best interest of Transylvania University: \_\_\_\_\_

\_\_\_\_\_

Confirmation that venue is available for dates requested and a reservation has been submitted within AdAstra: \_\_\_\_\_

By signing below, I understand and commit to my responsibilities as host, including the requirements that I or my representative be present at all times while the requesting organization is on campus.

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section IV: Loss of Property and Damages**

Transylvania University does not accept responsibility for theft or other loss of money, valuables, or personal effects of event employees and/or attendees. Upon conclusion of the event, the event facility will be checked for damages. The user will be responsible for payment of damages caused by the employees, attendees, and/or event.

**Section V: Catering and Alcohol**

Catered events within the Campus Center are suggested to go through Bon Appetit (the official Transylvania University catering provider). Other catering providers are accepted; however, they must be an approved caterer and able to provide proof of insurance. Any event with catering and alcohol beverages are subject to the Transylvania University Alcohol Policy.

**Section VI: Minor Supervision:**

If minors will be present at the user’s event, it is expected minors will be appropriately supervised at all times by the user’s event staff and/or parents.

**Section VII: Other Users**

The user understands that other activities may be conducted in the Campus Center by the University or other users during the above time period; however, the University agrees that it will make every effort to schedule such other activities so as not to unreasonably interfere with the user’s event.

**Section VIII: Cancellation**

Reservations canceled prior to one week of the use of the facilities will receive a full refund. Reservations canceled within a one week period of the user of the facilities will not be eligible for a refund.

**Section IX: Invoicing and Payments**

The user will receive an invoice no more than 30 days after the event date(s). Payments must be made no more than 60 days after the invoice has been sent.

**Section X: To Be Completed by the Campus Center**

Facility Rental Fees: \_\_\_\_\_  
Additional Charges  
(setup, equipment, staffing, etc): \_\_\_\_\_  
  
Total: \_\_\_\_\_

**Section XI: Approval (the Campus Center will handle distribution of the agreement)**

A copy of this use agreement must be forwarded to:  
Department of Public Safety (DPS)  
Facilities Management Department  
Office of Marketing and Communications  
Dean of Students Office  
Business Office