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