

University of Oregon
Facilities Use Agreement Instructions

1. **Submission.** Submit the completed Facilities Use Agreement (“FUA”), all required attachments and PCS Intake Sheet to contract@uoregon.edu. The PCS Intake Sheet and accompanying instructions can be found at <http://pcs.uoregon.edu/>. If submitting hard copies of the FUA through campus mail, send them to: Purchasing and Contracting Services, Attn: FUA Intake. Electronic submittal is preferred. The PCS Intake Sheet must always be sent electronically regardless of whether all other documents are otherwise sent through campus mail.
2. **Processing.** PCS will review the FUA and accompanying documentation and will communicate any questions, revisions or concerns to the submitting department. If negotiations are required with the vendor, PCS is available to discuss the changes with the Contractor or the department may maintain exclusive contact with the Contractor at its discretion.
3. **Signatures.** Once approved by PCS, the approved FUA will be emailed to the department with instructions that the department obtain the Contractor’s signature. After all required signatures are obtained, PCS will execute the agreement. However, if the FUA is below \$25,000, PCS will sign first unless otherwise requested by department. If PCS signs the FUA last, a final fully executed electronic copy of the FUA will be returned to the department via email with instructions that the department forward a copy of the fully executed FUA to Contractor (PCS can send a copy of the fully executed agreement to Contractor if the department wishes).

4. Form Completion

- 4.1. **Contract No.** Each contract should have a unique number for tracking that contract. If you are using this form under your Level 2 Contracting Authority, create a unique number and insert this into the “Contract No.” field. If you are submitting this form to PCS for review and approval, PCS will create a contract number for tracking this contract.
- 4.2. **Contractor Name.** Insert the Contractor’s complete, legal name. This is either the name of the individual if Contractor is a sole proprietorship or the name published on the website of the secretary of state in the state in which the company is incorporated or organized. **DO NOT USE ABBREVIATIONS.** If the Contractor would like to provide it’s “doing business as” (dba) name, it may but the contract must list the Contractor’s full legal name then its dba.
- 4.3. **Facilities Licensed.** Insert a description of the facilities to be used by the Contractor.
- 4.4. **Facilities Use.** Insert the use/uses Contractor for which Contractor is licensing the Premises.
- 4.5. **Use Fee.**
 - 4.5.1. Insert the total amount to be assessed to Contractor in connection with Contractor’s use of the facilities.
 - 4.5.2. Insert date the Use Fee is due.
 - 4.5.3. Insert the amount of the late fee, if any.
 - 4.5.4. Check the first box if a rate sheet listing applicable fees will be attached to the FUA as Exhibit A.
 - 4.5.5. Check the second box if the applicable fees will be listed within the FUA. Insert the applicable fees.

4.6. Tent Guidelines.

4.6.1. Check the box if Contractor's proposed use involves erection of a tent or other membrane structure. If use does involve a tent or other membrane structure then the additional terms and conditions of **Exhibit B** must apply to the rental.

4.7. Contact Information.

4.7.1. Insert the name and contact information for the individual that will be Contractor's designated representative. This individual is required to attend the event and be the point of contact for all matters related to this Contract.

4.7.2. Insert the name and contact information for the individual from the department that will be University's representative for this Contract. This department person will be the first point of contact for all matters related to this Contract.

4.8. Insurance. In general, use of UO facilities requires the Contractor to have insurance.

If Contractor will be driving on campus or other University of Oregon property auto liability, including business use, is required. If the Contractor is a business and will be driving on campus in connection with Contractor's business, **check the last box in Section 7.2.**

If insurance is required, then prior to Contractor's use of the facility, UO must receive proof of required insurance coverage in the form of a certificate of insurance. If an endorsement is needed, UO must receive both a certificate and endorsement prior to Contractor's use of the facility. UO may withhold final signature from FUA pending receipt of proof of required insurance coverage.

4.9. Contracts Manager's Signature. Unless PCS has approved Level 2 Contracting Authority, PCS execution of the Contract must be obtained prior to the facilities use (See Section 3 above).