

**University of Oregon
Facilities Use Agreement –Use of University Space
Instructions**

1. **Signature Authority.** This form must be signed by an individual who has been Level 2 Delegated Contracting Authority (“L2CA”) from the Director of PCS. If you do not have L2CA, please submit your matter through the UO Purchasing Portal rather than filling out this form.
2. **Form Completion**
 - 2.1. **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.
 - 2.2. **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.
 - 2.3. **Facilities Licensed.** Insert a description of the facilities to be used by the Contractor.
 - 2.4. **Facilities Use.** Insert the use/uses Contractor for which Contractor is licensing the Premises.
 - 2.5. **Use Fee.**
 - 2.5.1. Insert the total amount to be assessed to Contractor in connection with Contractor’s use of the facilities.
 - 2.5.2. Insert date the Use Fee is due.
 - 2.5.3. Insert the amount of the late fee, if any.
 - 2.5.4. Check the first box if a rate sheet listing applicable fees will be attached to the FUA as Exhibit A.
 - 2.5.5. Check the second box if the applicable fees will be listed within the FUA. Insert the applicable fees.
 - 2.6. **Tent Guidelines.**
 - 2.6.1. 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.
 - 2.7. **Contact Information.**
 - 2.7.1. 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.
 - 2.7.2. 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.
 - 2.8. **Insurance.** Use of UO facilities requires the Contractor to have insurance unless a waiver is obtained from UO Risk Management. Risk Management will generally not approve a waiver of insurance unless the department has first checked with the Contractor and the Contractor has declared that they do not have insurance. Risk may require the Contractor to purchase temporary liability coverage for the event.

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. UO may withhold final signature from FUA pending receipt of proof of required insurance coverage.