UNIVERSITY OF OREGON

[NAME OF DEPARTMENT RESPONSIBLE FOR FACILITIES] (“Department”)

Facilities Use Agreement for Use of University Space

Contract No. [INSERT UNIQUE # FOR TRACKING OF CONTRACT]

This Facilities Use Agreement for Use of University Space (“Contract”) is between the University of Oregon (“University”) and [FULL LEGAL NAME OF CONTRACTOR] (“Contractor”). University and Contractor are each a “Party” and collectively “Parties”.

1. University agrees to provide Contractor with a license to use of the following University facilities within [NAME OF BUILDING(S)] as further detailed:
[DESCRIPTION OF ROOM(S) OR SPECIFIC AREA(S) OF THE BUILDING BEING USED] (“Facilities”).
2. Facilities will be used for the purpose of [PURPOSE. ADD AS MUCH INFORMATION AS NECESSARY TO ADEQUATELY DESCRIBE THE SPECIFIC USES OF THE BUILDING ALLOWED UNDER THIS CONTRACT] (“Facilities Use”).
3. Facilities Use will take place according to the following timeline:

[DETAILED TIMELINE FOR USE OF FACILITIES, INCLUDING START DATE AND TIME AND END DATE AND TIME. FEEL FREE TO USE BULLETED POINTS FOR A TIMELINE]

1. Use Fee.
	1. Contractor will pay $[TOTAL AMOUNT AS DETERMINED BY EITHER THE FOLLOWING DESCRIPTION OR THE ATTACHED FEE PROPOSAL] (“Use Fee”) which will be due on [DATE] (“Due Date”). University will assess and Contractor will pay a late fee of $[AMOUNT] if the Use Fee is received after the Due Date.

[ ]  If this box is checked, the Fee Proposal attached as **Exhibit A** applies to this rental.

[ ]  If this box is checked, the following applies to this rental: [ PROVIDE A DESCRPTION OF EACH COST, CHARGE AND CRITERIA - INCLUDING CANCELLATION CHARGES/FEES]

* 1. University may assess and Contractor will owe additional clean-up fees, at cost, in the amount of $[AMOUNT] per person-hour if Contractor fails to return the Facilities in the same condition as they were received, at the conclusion of Facilities’ Use.
1. [ ]  If this box is checked, Contractor’s use will involve the erection of tents or other membrane structures and **Exhibit B** applies to this rental.

1. Contact Information.
	1. Contractor designates [NAME OF CONTRACTOR’S REPRESENTATIVE, ADDRESS, PHONE NUMBER, E-MAIL ADDRESS, AND FAX NUMBER] to attend the event and to act as the point of contact for University during the event (“Event Director”).
	2. The representative of University and University’s address will be [NAME OF UNIVERSITY’S REPRESENTATIVE, ADDRESS, PHONE NUMBER, E-MAIL ADDRESS AND FAX NUMBER].
2. Insurance.
	1. General liability insurance is required in the amounts and form as set forth in the University Standard Terms and Conditions for Use of University Space.
	2. [ ]  If this box is checked, automobile liability insurance covering all owned, non-owned, and hired vehicles is required in the amounts and form as set forth in the University Standard Terms and Conditions for Use of University Space.
3. University Standard Terms and Conditions for Use of University Space. This Agreement includes and incorporates all the University Standard Terms and Conditions for Use of University Space found at: <http://pcs.uoregon.edu/content/forms>.
4. Execution and Counterparts. This Contract may be executed in counterparts, and via facsimile or electronically transmitted signature (i.e. emailed scanned true and correct copy of the signed Contract), each of which will be considered an original and all of which together will constitute one and the same Contract. At the request of a Party, the other Party will confirm facsimile or electronically transmitted signature page by delivering an original signature page to the requesting Party.
5. Entire Agreement. This Contract constitutes the entire agreement between the Parties. There are no understandings, agreements or representations, oral or written, not specified in this Contract regarding this Contract. Contractor, by the signature of its authorized representative to this Contract, acknowledges having read and understood the Contract and Contractor agrees to be bound by its terms.

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| UNIVERSITY | CONTRACTOR |
| By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |