



**LSA Instructional Support  
Services**

419 S. State St.  
G353 Mason Hall,  
Ann Arbor, MI 48109-1027  
Phone: 734 936-1958  
Fax: 734 647-8312

**The University of Michigan  
College of Literature, Science & the Arts  
Facility Use Agreement**

This Facility Use Agreement is made and entered into between the Regents of the University of Michigan on behalf of its College of Literature, Science & the Arts ("College"), and the **NAME OF EVENT/ORGANIZATION** ("User"). The College agrees to provide facilities and services as listed in this contract and the User agrees to compensate the College for these facilities and services in accordance with the terms and conditions of the contract.

**I. Payment**

- A. User agrees to pay, for the use of the facility and equipment, the total amount of
  - I. \$00.00** for the time period of
  - II. Date of Reservations**
- B. User agrees to or has deposited with the College at the time of signing this Facility Use Agreement, the sum of **\$00.00**, certified check, bank cashier's check payable to The University of Michigan (F.I.D. #38-60006309) or University chartfield combination (no sponsored funds) and sent to LSA ISS Business Office 419 S. State St. G353 Mason Hall, Ann Arbor, MI 48109-1027.

Should the signed Facility Use Agreement and payment not be received by the College on/before the close of business on **Date to Submit**, the listed dates, facility(s), and equipment shall be released and become available to others.

**II. Facilities and Equipment**

- A. The College agrees to provide meeting rooms to User as follows:
  - Date of Reservations**
  - Room(s) Reserved**
- B. The College agrees to provide equipment and/or staff to the User as follows:
  - None**
- C. User shall not injure, mar, or in any way deface facility or any equipment or any other College property. Any damage that is incurred must be paid for by the User.
- D. User shall not assign or transfer this Facility Use Agreement or sublet any portion without the written consent of the College. The User is an independent contractor and not the agent or employee of the College.
- E. User agrees that the College may enter upon the used facilities at all reasonable times.
- F. User agrees that it will not use the College's equipment, tools, furnishings, or space located in or about the described facility(s), without first seeking and receiving the written approval of the College.
- G. Time shall be the essence of this agreement, and the time granted shall not be extended for the occupancy or use of the premises or for the installation or removal of equipment without the written permission of the College. All additional time shall be paid for according to the schedule of fees as established from time to time by the College.

- H. The fee(s), to be paid by the User, are in the amounts and on the basis and terms as follows: Set-up and technical details are required 14 days in advance of the event; changes after original set-up are at the prevailing labor rate.

**III. Parking**

The agreement does not provide any parking privileges. Special parking arrangements need to be made through the University's Parking Operations Department.

**IV. Insurance (Applicable only for Non-UM Affiliates)**

- A. The User agrees to procure and maintain, at its own expense, public liability and property damage liability with limits of \$1,000,000 each occurrence for bodily injury and property damage.
- B. The College requires that User provide a copy of the Certificate of Insurance within ten (10) working days of the event. The certificate shall name the College as an additional insured.

**V. Final Billing and Payment**

The College will provide user with a listing of all charges for the event.

**VI. Damages and Indemnification**

The College of Michigan is not responsible for lost or stolen personal property. Participation in the User's event is at the sole discretion and judgment of the participants and at their own risk. The User assumes full responsibility for any injuries or damage that may occur, including those occurring to the User's employees, volunteers, participants, attendees or agents of the User.

The User hereby releases and agrees to hold harmless the College, its Regents, employees, students and agents, from any and all claims, actions, damages, and liabilities for personal injury or damage relating to or arising out of any activity except where the injury or damage is caused by the negligence of them.

**VII. Rules and Regulations**

- A. User agrees to comply with all laws, ordinances, regulations and rules of the University of Michigan, the State of Michigan, and the United States, applicable to the use of facilities and equipment and pay all taxes imposed by law in connection with their use. If at any time the use violates any law, ordinance, regulation or rule, the User shall either immediately cease and desist from continuing the use or immediately surrender facilities and equipment upon demand of the College.
- B. User understands and agrees that during the term of this Facility Use Agreement other events may be held in other parts of the building or buildings not included in this Facilities Use Agreement, and User shall so conduct its activities so as not to interfere with such other events.

**VIII. Additions or Deletions**

- A. Any additional facilities and/or services not specified in this agreement must first be approved in writing by designated representatives of the College and User, and they will also be subject to additional charges. These charges will be included in the balance due in the bill presented to User by the College. Otherwise any additions to and/or deletions from this agreement must be initialed and dated by both parties to be valid. All documents must be signed and initialed by the same individual.

- B. List the name of User's approved representatives below:

\_\_\_\_\_  
\_\_\_\_\_

**IX. Non-Discrimination**

User agrees to abide by the University of Michigan's non-discrimination policies.

- A. The University of Michigan encourages diversity, and resolves to provide equal opportunity regardless of race, sex, disability, sexual orientation, and other irrelevant criteria.
- B. The University of Michigan provides individuals with disabilities reasonable accommodations to participate in University activities, programs, and services.

The College asks User to monitor if individuals with disabilities require special assistance to participate. The College will provide User with information about arrangements and accommodations available for or through the University for persons with disabilities. Some services which the University provides are at no additional cost; User will be charged for other services which require the University to incur direct costs.

**X. Chaperones**

All youth activities must be chaperoned. "Youths" shall be defined as persons under eighteen (18) years of age. The recommended chaperon to youth ratio should be one (1) to twenty-five (25).

We the undersigned, having full organizational authority, do hereby enter into this Facility Use Agreement.

**College of Literature, Science & the Arts**

**PURCHASER INFORMATION**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Contact phone number

\_\_\_\_\_  
Contact phone number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Please complete the following payment information:**

\_\_\_\_\_  
Fund

\_\_\_\_\_  
Dept Id (Org)

\_\_\_\_\_  
Class

\_\_\_\_\_  
Program

\_\_\_\_\_  
Project/Grant

OR

\_\_\_\_\_  
Check Number