

ADDENDUM D - FACILITIES USE AGREEMENT FORM

Lessee

Name/Contact: _____
Company/Organization: _____
Address: _____
Phone: _____ Fax: _____ E-mail: _____
UH Sponsored? Yes No Sponsor: _____

Event

Event Name: _____
Event Date(s): _____ Event Time(s): _____
Purpose/Function: _____
Audience/Attendees: _____

Facility and Fees

Building: _____ Room: _____
Classification: E&G Auxiliary Reservation Office _____
Fees: Special Support Services: \$ _____ (attach itemization, if applicable)
Room Rental Charges: \$ _____ (attach approved waiver request, if applicable)
Extraordinary Utility and Maintenance Deposit: \$ _____
Total Amount Due: \$ _____ Due By: _____
Form of Payment: Cashier's Check Money Order Voucher SCR

The lessee agrees to pay all rental fees by the date stated herein. Failure to pay fees by the due date shall result in limitations or restrictions on future use of any UH facility by the lessee. The lessee is solely responsible for the activities, supervision, and safety and welfare of participants, including but not limited to times when participants are in University common areas, restrooms, classrooms, parking areas, or on any University property. **This agreement is made upon the express condition that the University shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of the lessee, its agents, or employees, or third persons, from any cause or causes whatsoever while in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the lessee in connection therewith and the lessee hereby covenants and agrees to release, forever discharge and/or indemnify, defend and hold the University, its System, its components, regents, officers, agents, and employees, harmless from any and all claims, losses, suits, demands, causes of action of whatever kind and nature, proceedings, damages or liabilities, including attorney's fees, on account of or by reason of any such injuries, death, liabilities, claims, suits, or losses however occurring or damages growing out of the same.** The lessee agrees to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the lessee agrees to be responsible for payment of federal, state, or local taxes, which may be levied against the entertainment being presented or on admission to such entertainment activity. The lessee shall not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. The lessee shall leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

Lessee Signature: _____ Date: _____
Name:
Title: