CULVER-STOCKTON COLLEGE

Contract and Permit for Use of Facilities

Culver-Stockton College is a private higher education institution. References to "College" or "Culver-Stockton" includes the entire College campus, all owned or leased College property, and its officers, officials, employees, volunteers, students, agents, and assigns.

The College and Organization/Individual (Permittee) hereby agree that College facilities specified below shall be made available to Permittee on the following terms:

TO BE COMPLETED BY PERMITTEE

GENERAL INFORMATION

EVENT	DATE OF EVENT
DESCRIPTION OF EVENT	
SPONSOR	PROBABLE ATTENDANCE
PERMITTEE (NAME & TITLE)	
ADDRESS	PHONE
SPECIAL INSTRUCTIONS	

TO BE COMPLETED BY COLLEGE

FACILITIES AND FEES

Rooms/Facilities Required for Event	Dates & Times	Estimated Fees	Actual Fees
		$	$
		$	$
		$	$

SPECIAL SERVICES

Service Type	Rate Calculation (Hours & Hourly Rate)	Subtotal
Housekeeping/Maintenance	hours @ $	$
Security	hours @ $	$
Technology	hours @ $	$
Field/Lot Prep	hours @ $	$
Other:	hours @ $	$

Total Fees Summary	Estimated Fees	Actual Fees
TOTAL FEES (Actual fees will be billed following the event)	**$**	**$**

CERTIFICATION

I hereby certify that I am the Permittee or the duly authorized representative of the Permittee, with full authority to execute this agreement. I hereby expressly agree, individually and on behalf of Permittee, to indemnify, defend and forever hold harmless Culver-Stockton College, its officers, Board Members, employees, and agents, individually and collectively, from all injuries, claims or damage which may arise, directly or indirectly, out of Permittee's use of the College's facilities.

Permittee **Date** **Vice President, Facilities & Operations** **Date**

TERMS AND CONDITIONS

1. As a private institution, Culver-Stockton College welcomes the opportunity to provide space for all reasonable use to the public. However, the educational mission must always be the College's priority. Permittee acknowledges that the College retains the right to alter or cancel this agreement without penalty at any time if necessary to fulfill the College's overall educational mission or for other reasonable cause. Use of College facilities is governed by policies and procedures in effect on the date of use.
2. Fees will be made for facilities usage and special services in accordance with current College procedures.

3. Permittee is authorized to use only the College facilities identified in this agreement. Room setup should be performed by the College, with assistance as needed from Permittee, based on Permittee's special instructions listed in the agreement.
4. If the event involves minors, ample adult supervision will be provided by Permittee. Permittee further agrees to comply with the College's Acceptable Use Policy regarding internet access and usage.
5. Smoking, vaping, or other tobacco use is not permitted inside College buildings and is generally discouraged on College property.
6. Use of alcohol on College property is prohibited, unless expressly permitted by the President. Special rules and procedures may apply if alcohol use is permitted.
7. Facility-related services must be requested by Permittee and performed by College staff, with assistance as needed from Permittee.
8. People shall conduct themselves in accordance with local, state, and federal laws, and commonly accepted standards of safety and general behavior. Advertising, except that which is incidental to the event and the sale of merchandise, printed matter, or other material, must be pre-approved by the College.
9. Permittee may be required to provide additional information for determining Permittee's intended use of College facilities are consistent with the College's educational mission, policies, and procedures, etc.
10. Permittee will be financially responsible for any damage, theft, or loss of College property associated with Permittee's use, other than normal wear.
11. Permittee shall not discriminate against any person based on race, color, creed, sex, national origin, religion, age, disability, or veteran status.
12. A Certificate of Insurance from an insurance company acceptable to the College must be submitted and must contain:
    - General Liability including, but not limited to, coverage for Bodily Injury and Property Damage, Premises/Operations, Independent Contractors, and Personal Injury and Contractual Liability, with limits of liability not less than: $1,000,000 per occurrence and $3,000,000 in the aggregate.
    - If the Permittee has employees on site, Workers' Compensation Insurance is required to cover all employees and meet statutory limits in compliance with applicable state and federal laws. The coverage must also include Employer's Liability with minimum limits of $1,000,000 for each incident and the coverage shall provide the College with a waiver of subrogation.
    - "Culver-Stockton College" must be named as an additional insured on a primary and non-contributory basis and include the additional insured endorsement page.
    - The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company. If this insurance requirement cannot be met, Special Event Insurance may be required.

TERMS AND CONDITIONS ACKNOWLEDGMENT

Permittee specifically acknowledges and agrees that these terms and conditions shall govern this agreement.

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