UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

Facility Reservation Request

Please review, complete and submit this form no later than 30 days in advance of the planned event. A decision will be rendered no later than 10 days following receipt. Note: Incomplete forms may delay a decision.

Organization/Department _____ Address _____
Event Coordinator _____ _____
Telephone _____ _____
Fax _____ Email _____
Requesting Organization: (check one) ☐ Government Agency ☐ Not for Profit – Supporting Documentation Required, Please attach.

Event Title _____ Event Type _____

Estimated Attendance _____ ☐ Single Event ☐ Series of Events/Meetings

Space Requested	Date of Event	Day of Event	Start Time	End Time	Hours of Use (including set up & clean up)
Example DAV 130	9/16/2007	Wednesday	10:00 AM	3:00 PM	8:00 AM – 3:30 PM
		Select Day			
		Select Day			
		Select Day			

Set up Requested (check one)

☐ Standard Set-up (see below)
DAV 130 = *15 - 18" tables & 45 chairs;*
CAC 133 = *conference table & 20 chairs;*
TER 300 = *oval table & 16 chairs* - no variation

☐ Lecture/Meeting (chairs only)
☐ Conference - 18" tables
☐ Round tables
☐ Circle (chairs only)

☐ Boardroom (open rectangle)
Classrooms are available AS IS only

☐ Custom set-up – PROVIDE DIAGRAM Required for CAC core or any set up that varies from standard set-up

Audio-Visual – Call for details and cost Parking – Not included in use fee. Call to make arrangements.
USFSP Police – May be required, at USF discretion, charges in addition to use fee.

Will alcohol be served? ☐ Yes ☐ No If yes, USFSP permit is required and City/State permit may also be needed.
Will food be served? ☐ Yes ☐ No If yes, Caterer _____ (must be USF contracted)
No Red Beverages permitted in any facilities

This reservation is not confirmed until approved by an authorized staff member of USF St. Petersburg and all required support documentation has been completed and approved. Reservation Services reserves the right to substitute space.
Use of facilities is subject to the terms and conditions set forth on the reverse side.

_____ _____ _____
Organization Authorized Signature Date

PRINT

For Office Use Only

_____ _____
Approving Signature Date

Entered in Book _____ *initial*

Date Received Stamp

TERMS AND CONDITIONS

In consideration of the use of the University of South Florida St. Petersburg (USFSP) premises, Licensee agrees to the following terms and conditions:

1. **Supervision**. Licensee shall have the sole responsibility for the supervision and control of its agents, employees, guests and contractors and their activities on the USFSP Campus. Licensee shall not engage in any unlawful activity or activity which may cause physical damage to property, bring discredit to USFSP, or interfere with utilities or USFSP use of the licensed premises, except as may be specifically authorized by USFSP.

2. **Indemnification**. Licensee agrees to indemnify and hold harmless, assume liability for and defend, the State of Florida, the Board of Governors, the USF Board of Trustees, the University of South Florida, the USFSP Campus Board, the University of South Florida St. Petersburg and their officers, employees and agents, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of Licensee or its officers, employees, agents, guests, and contractors in connection with their operations, activities, occupancy and use of the USFSP Premises.

3. **Insurance**. Licensee shall maintain during the term of this Agreement comprehensive general liability insurance which shall have limits of coverage of not less that $1,00,000 per occurrence and shall name USF Board of Trustees and University of South Florida St. Petersburg as additional names insured. A copy of which shale be attached to this agreement.

4. **Independence of Parties**. It is understood and agreed that nothing herein in intended to establish the relationship of partners between USFSP and Licensee, or as constituting Licensee as the agent or representative of Licensor for any purpose whatsoever. Licensee shall not attempt to bind USFSP to any contracts or other obligations or represent to any party that USFSP and Licensee are partners or that Licensee is an agent or representative of USFSP.

5. **University's Name**. Licensee shall not use or permit the use of the University of South Florida's or the University of South Florida St. Petersburg's name or marks without the advance written consent of USF/USFSP.

6. **Removal**. Licensee shall promptly remove its property from the premises at the end of the permitted use period and restore USFSP premises to the same condition as immediately preceding its use. Licensee's failure to do so shall be deemed an abandonment of their property, and shall entitle USFSP to retain and dispose of the property of the Licensee.

7. **Premises**. USFSP does not warrant or represent that the license premises are safe, healthful, or suitable for the purposes for which they are permitted to be operated, occupied and used by Licensee pursuant to this Agreement. Licensee accepts the licensed premises in their currently existing condition, assuming risk of latent and patent defects, if any, and USFSP shall not be required to make any alterations or improvements thereto.

8. **Liability**. USFSP's liability to the Licensee is limited to the amount of the Use Fee paid by the Licensee and to USFSP. USFSP shall not be liable to the Licensee for any other liability, damages or loss occasioned by Licensee.

9. **Damages**. Licensee will not damage, destroy or deface any property of USFSP and agrees to immediately repair or replace and USFSP property damaged, destroyed or defaced by Licensee, or which may occur incident to the Licensee's use, operations or activities on the premises.

10. **Security/Damage Deposit**. In addition to other rights and remedies available to it, USFSP may keep and apply the security/damage deposit to any loss by the Licensor or repair or replacement of USFSP property, in the event Licensee fails to do so, and thereafter to the direct costs and license fee due and payable by Licensee.

11. **Termination**. In the event of unforeseen occurrences or Licensee's failure to comply with any covenant or term of this Agreement, Licensor shall have the right to immediately terminate this Agreement by verbal notice of the Licensee's representative at the licensed premises. Licensee may terminate this Agreement in advance of its actual commencement of occupancy upon written notice to Licensor. In the event of such termination, licensee shall be refunded the Use Fee, prorated according to any actual occupancy and use.

12. **Entire Agreement**. This agreement embodies the entire agreement of the parties, and there are no other representations, promises, agreements, conditions or understandings, either oral or written, between then other than those set forth herein. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon either party unless reduced to writing and signed by them.

_____

Signature Date

_____

Licensee Representative (Print Name)

Note: This Form when approved, places a tentative hold on the facility for the date(s) and time(s) requested. The reservation is not confirmed until ALL requested documentation has been provided and approved.