

AGREEMENT FOR USE OF FACILITIES

Date of Request _____ Date of Event _____

Name of Group _____

Contact Person _____ Email address _____

Contact Phone # _____ Contact Fax # _____

Billing Information:

Name _____ Address _____

City _____ State _____ Zip _____

Phone # _____ Fax # _____
if different from above if different from above

Purpose for Facility Use:

Room Requested _____ Approx. # People Attending _____

Start Time _____ End Time _____
(including time for setup and teardown)

Total Cost for Facility Rental

By signing this document the undersigned accepts responsibility and agrees:

- Has read and will abide with all rules and regulations of NSCC including Alcohol Policy, Smoke Free Facility.
- All food or drinks shall be purchased from NSCC Food Services unless NSCC Food Services is unable to provide the service.
- To pay for all hours scheduled and/or used whichever is more. Partial hours will be billed as complete hours.
- To pay for all additional costs incurred as a result of use of audio visual, technology, communication services used. Excessive time and cost of cleanup as determined by NSCC due to use of the facility-Minimum Charge \$35.00.
- Renter is responsible for loss or damage to college property as a result from renting the college facility. Undersigned further agrees not to use any adhesive or other product to attach any items to walls, windows or other part of college facility.
- To accept responsibility for actions and conduct of all attendees of function and assumes liability for those attendees. Certificate of insurance will be provided to NSCC naming NSCC as an additional insured prior to the event.
- Agrees to indemnify and hold harmless NSCC along with all of its employees and agents for any claims that may arise as a result of the renting party's use of the facilities.

Signature of Facility Renter

Northwest State Community College – Facility Rentals

22600 State Route 34, Archbold, Ohio 43502

Phone 419-267-5511 ...Fax 419-267-5584