



FACILITIES CONTRACT

Polk State College agrees to provide facilities on the campus of in building/room(s)
 to for
(User/Sponsoring Organization) (Name of Event)

For the following time period(s):

Date: <input type="text"/>	Time: from <input type="text"/>	to <input type="text"/>	Date: <input type="text"/>	Time: from <input type="text"/>	to <input type="text"/>
Date: <input type="text"/>	Time: from <input type="text"/>	to <input type="text"/>	Date: <input type="text"/>	Time: from <input type="text"/>	to <input type="text"/>
Date: <input type="text"/>	Time: from <input type="text"/>	to <input type="text"/>	Date: <input type="text"/>	Time: from <input type="text"/>	to <input type="text"/>

Estimated charges for services involved are:

1. Space Rental: location #1 hours @ per hour = \$
 location #2 hours @ per hour = \$

2. Cleaning Charges: = \$

3. Personnel Costs:

a.	<input type="text"/>	type	<input type="text"/>	hours @	<input type="text"/>	per hour = \$	<input type="text"/>
b.	<input type="text"/>	type	<input type="text"/>	hours @	<input type="text"/>	per hour = \$	<input type="text"/>
c.	<input type="text"/>	type	<input type="text"/>	hours @	<input type="text"/>	per hour = \$	<input type="text"/>
d.	<input type="text"/>	type	<input type="text"/>	hours @	<input type="text"/>	per hour = \$	<input type="text"/>
e.	<input type="text"/>	type	<input type="text"/>	hours @	<input type="text"/>	per hour = \$	<input type="text"/>
f.	<input type="text"/>	type	<input type="text"/>	hours @	<input type="text"/>	per hour = \$	<input type="text"/>

4. Other Charges: = \$

Total Estimated Expense = \$

A deposit of \$ is required to reserve these facilities and must accompany the signed contract. Reserved facilities will be released if signed contract and necessary deposit are not received by the College on or before (date).

The conditions on the next page are binding to Polk State College and to the User. Descriptions of personnel, equipment and maintenance needs will be made on a Facilities Order to be completed by the User and approved by the Cultural Events Office.

SIGNATURES: *By typing your name below, you are signing this document electronically; and, furthermore, you agree that this electronic signature is the legal equivalent of your manual signature on this document.*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
User Representative Digital Signature	Date	Polk State Representative Digital Signature	Date
<input type="text"/>		<input type="text"/>	
Address		City/State/Zip	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address	Phone	Fax	

TO THE USER:

CONDITIONS OF CONTRACT

- A. The User recognizes the College's right to require adequate building supervision and technical assistance at User expense.
- B. The User will not permit alcoholic beverages or drugs to be brought on, or consumed on Polk State College property. Smoking is not permitted except in designated areas.
- C. The User will prohibit any activity permitting or encouraging games of chance or gambling.
- D. Polk State College will be in no way, expressed or implied, held responsible for injury or death resulting from the use of Polk State College's property.
- E. The User recognizes and agrees that Polk State College will be the sole authority in the determination and assessment of damages.
- F. The User will be held responsible and liable for damages and such damages must be paid within a period of thirty (30) days after notification by the College.
- G. The User will not sell food or drink nor will the User allow consumption of same except in the areas that are set aside for that purpose and approved by the College.
- H. The College reserves the right to remove or cause the arrest of any individual the College feels is not exhibiting good conduct while on College property.
- I. The User shall protect the College against any expense, loss, or liability incurred as a result of any action by the User's representatives and/or patrons.
- J. The User will not use college facilities or equipment except as stipulated in this contract or in a facilities order approved by the College.
- K. Other conditions:

Failure to comply with the above will result in immediate cancellation of the agreement and the College will be held harmless of damages.