

December 14, 2015

**Customer Name**  
**Attn: Contact Name**  
**Customer Address**  
**City, State Zip Code**

Dear **Ms./Mr. Name**:

I am pleased to learn that the **Event Name** scheduled on **Event Date**, at the **Angelo State University campus** has been approved and your date is being held. However, final confirmation of your date will be made only after we receive a signed copy of the Facilities Use Agreement and Addendum, Waiver and Liability Release, Liability Insurance Certificate including clause for Sexual Abuse and Molestation coverage, verification of camp compliance with Senate Bill 1414, and your non-refundable deposit of **\$0.00**. If these documents are not received in our office by **Due Date**, this date will again be made open.

As a point of information, **invoicing of the total facility rental fee and any other charges/fees will be processed after the completion of the event.** NOTE: Additional technical and special equipment/personnel will generate charges that will be added to the facility rental fee. All charges are estimates until final meeting with the Events Manager or the completion of the event. Charges for additional services requested at the time of the event will also be included in the billing. Any and all catering, lodging, and facility use charges will be billed together on a consolidated invoice following the completion of your camp.

**\*\*Please note that a guarantee must be provided 10 business days in advance. All food service billing will be based on this guarantee.\*\***

Once your deposit is received and your event is confirmed, it will be necessary for us to have additional information concerning your program. Those items pertaining to physical arrangements such as equipment needs and table and chair requirements should be discussed with an Events Manager. They can be reached at (325) 942-2021. Any arrangements pertaining to food, refreshments and/or concessions for your program, should be discussed with, the Chartwells Catering Director. He can be reached at (325) 942-2124.

Events involving alcohol are extraordinary. However, specific permission for alcohol service may be obtained through the Director of Business Services. Customers who desire alcohol service MUST contact the reservations team and set an appointment to start the application process no later than 30 days prior to their event.

Unless prior arrangements are made with the Special Events Office, collection of registration fees, donations, or any type of monies is not allowed on the campus grounds. Therefore, all fees or donations will need to be collected prior to coming on the Angelo State University campus or lake grounds.

If busses are to be used as transportation by your organization to the campus, please contact the University Police Office, (325) 942-2071, for a map of areas where unloading and parking are allowed. If you have any questions regarding this, please feel free to call at any time.

We are looking forward to working with you on this program. If you have any questions at all, please call the reservations team at (325) 942-2021.

Sincerely,

Jessica Manning  
Director of Business Services

**ANGELO STATE UNIVERSITY**

**Disability and Special Needs Accommodations**

Customer is required to provide 72 hours advance notice if anyone attending this event has a disability and/or requires any special accommodations. Thank you in advance for your cooperation and understanding.

I have acknowledged my responsibility to provide 72 hours advance notice of any special needs or accommodations that are required for this event. \_\_\_\_\_

**Waiver and Liability Release**

In consideration of the Permission granted by Angelo State University to **Customer Name** for the use of the **Angelo State University Campus** on the date(s) specified on the Request Form for Use of University Facilities by Outside Groups, (**Event Date**), successors, employees, and agents, hereby release, discharge, hold harmless, and agree to indemnify Angelo State University, and all of their officers, agents, and employees from any and all liability (hereinafter “the released parties”), including third party claims, arising from or in connection with operation or participating in the above-described activity, regardless of whether such liability is caused by the negligence of the persons or entities named above or the released parties, further **Customer Name** agrees to correct and/or compensate Angelo State University for any damages that might occur during this activity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative  
**Customer Name**  
**Contact Name**

*Please sign release and return with original signature in the enclosed envelope.*

**ANGELO STATE UNIVERSITY  
FACILITIES USE AGREEMENT**

**Lessee Contact Information**

Name/Contact: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Insurance:** The lessee must obtain General Liability Insurance coverage of \$1,000,000/\$2,000,000 aggregate as a minimum, and additional coverages may be required based on the event. ASU shall be named as an Additional Insured and all policies will include a Waiver of Subrogation. A certificate of insurance demonstrating the aforementioned requirements and the stipulated insurance coverage and limits must be submitted with a completed copy of this agreement to the Special Events Office.

I have acknowledged my responsibility to purchase/provide liability insurance: \_\_\_\_\_ **Customer Initial**

**Event Information**

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

**Facility and Fees**

Building: Angelo State University Room: \_\_\_\_\_

Classification:  E & G  Auxiliary      Reservation Office: Special Events Facilities/Services

Fees: Base Rental Charges      \$ \_\_\_\_\_ (attach itemization or waiver request, if applicable)

Custodial/Labor/Electrical Surcharge      \$ \_\_\_\_\_

Liability Insurance      \$ \_\_\_\_\_

**Total Rental Amount Due:      \$ \_\_\_\_\_      Due by: 30 days after receipt of invoice**

**(This price does not include additional services requested. These fees will be assessed after the event.)**

**NON-REFUNDABLE Deposit Required:      \$ 0.00      Required before reservation can be confirmed)**

Form of Payment:       Cashier's Check       Money Order       Cash       Personal Check

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 Angelo State University ("University") 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 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, the Texas Tech University System, its components, regents, officers, agents, volunteers, 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; whether or not caused by the negligence, act, or omission of the University. 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 have the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Business Services \_\_\_\_\_ Date \_\_\_\_\_

