**FACILITY USE FORM/ RENTAL AGREEMENT**

**Please complete the following information.**

|  |
| --- |
| Name of Organization |
| Organization Contact Person |
| Phone Email |
| Address |
| Name of event or need for use |
| Instructor/ Speaker & affiliated organizations: |
| Date and time frame |
| Room Requested (circle one)  Foundations Hall Witness Hall Library Classroom Break Out  How many are expected to attend: |
| Indicate best time for LLC to make a brief presentation? |
| Has event received media promotion? |
| Are you expecting the media to attend? |
| Are you charging an admission/ registration fee? If so, how much? |
| Are you interested in LLC providing food and beverages.? If yes, see attachment. |
| Will you be utilizing an external caterer and if so, whom? |
| Do you require AV /Wi-Fi support? If yes, see attachment. |
| Approved Yes No Reserved on LLC Calendar |

**FORWARD COMPLETED FORMS (Facility Rental Form and Use Agreement Form) TO DENISE GOVAN AT** [dgovan@lifelearningcenter.us](mailto:dgovan@lifelearningcenter.us)

LIFE LEARNING CENTER FACILITIES USE AGREEMENT

This agreement by and between: LIFE LEARNING CENTER; 20 W. 18TH STREET, COVINGTON, KY 41011  *Owner’s name Owner’s complete address*

(“Owner”), and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“User”)

*User’s name User’s complete address*

will take effect on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_ and will continue for a period of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Time period*

WHEREAS, Owner owns premises located at: 20 W. 18TH STREET, COVINGTON, KY 41011

*Complete address*

which is normally used for LIFE LEARNING CENTER EDUCATION AND CARE CONTINUUM PROGRAMS, and

*Type of use*

WHEREAS, User desires to use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_area of the facilities for the

*Area of premises*

purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and

WHEREAS, Owner has agreed to allow User to use the facilities provided that the following terms and

conditions are met.

**It is Therefore Agreed by and Between the Parties:**

1. Owner agrees to let User use the above described for the above described purpose on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Describe times and days of usage Name and Owner’s contact person*

is the contact person for Owner and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the contact

*Name of User’s contact person*

person for User to coordinate the details of usage.

2. **🞎 Fee Agreement.** User agrees to pay Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the use of the premises.

*Amount*

**🞎 Non- Fee Agreement (for those special exceptions where no fee is charged).** In consideration for the benefit of using Owner’s facilities. User agrees to abide by all the terms and conditions of use described in this agreement.

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above described facilities.

4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner.

5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

6. **🞎 Organizational Users.** User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of $1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an “additional insured” on User’s policy with respect to the use by User of the above described premises.

7. User agrees to hold harmless, indemnify and defend Owner (including Owner’s agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner’s agents, employees and representatives) or otherwise.

8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

9. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

10. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

10. 5 In the event that Owner must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User’s inability to use the above described premises, even if Owner has been advised of the possibility of such damages.

11. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

12. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

**Dated this** \_\_\_\_\_\_\_\_\_\_ **day of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner Signer’s Printed Name User Signer’s Printed Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position with Owner (title) Position with User (title)**

**Attachment A**

**FACILITY**

**Facilities use Monday thru Friday 8:00 a.m. – 5:00 p.m. First hour/ $50.002**

**Subsequent hours/ $25.00 per hour**

**Facilities use after normal business hours. First hour/ $75.00**

**Subsequent hours/ $50.00 per hour**

**AUDIO/VISUAL**

**Audio visual cord(s) rental $30.00 rental deposit \***

**(\*refundable upon return of equipment)**

**NO LAPTOPS WILL BE PROVIDED.**

**FACILITATION SUPPLIES**

**Easels and flipcharts etc. $30.00 per unit**

**Copies[[1]](#footnote-2) $00.10 per copy**

**CATERING**

**Catering menu available upon request.**

**Linens available upon request for an additional fee**

1. Copies are limited to 100 black and white.

   2  These are all tax deductible donations [↑](#footnote-ref-2)