

## **East Central University Event Rental Agreement**

University facilities are available for use by university and non-university patrons. The Events Management Coordinator is responsible for approving room reservations in the:

- Chickasaw Business and Conference Center
- Hallie Brown Ford Fine Arts Center
- Memorial Student Union
- Boswell Chapel
- Kerr Activities Center
- Norris Field at Koi Ishto Stadium

Unauthorized use of ECU facilities in these areas shall not be permitted. These guidelines are established in an effort to facilitate appropriate use and to minimize possible losses. The use of all East Central University facilities must not interfere with ECU programs or functions and must be appropriate to the nature and purpose of the facility.

### **Eligibility**

ECU facilities are available to university and non-university patrons if they meet the following requirements, the use of the facility does not conflict with other activities previously scheduled, and the lessee agrees to the terms and conditions in this Agreement. The use of the facility is approved by the Events Management coordinator, and the lessee pays all applicable fees.

The University does not discriminate against applicants on the basis of race, color, religion, gender, age, national origin, disability, sexual orientation, genetic information, or status as a veteran.

No attempt shall be made on the part of East Central University Events Management Staff or ECU to impose prior censorship of your event. Any lessee and patrons however, will be responsible for compliance with all local, state and federal laws, in addition to the ordinances, policies and regulations of ECU. Further, no event shall be allowed or held in the East Central University facilities which is illegal, indecent, obscene, immoral, or for any reason which, in the sole opinion of the East Central University Events Management Staff, would create a negative image or which would otherwise create public controversy.

If a performance, exhibition, or entertainment is deemed as such by the facility management, the management reserves the right to stop an event at any time. If the East Central University Events Management Staff exercises this right, all rental and other fees due to the East Central University facility will remain the property of the East Central University facility and any unpaid charges shall be considered payable to the East Central University facility.

### **Insurance**

Insurance is required if number of participants exceeds 100, physical activity will occur (dancing, sports, etc.), if alcohol served or at our discretion. If required, lessee shall furnish proof of liability insurance at the lessee's expense at least one month prior to the event.

Such insurance policy shall provide for a minimum bodily injury and public property damage liability insurance of \$1,000,000 per occurrence; said policy shall also provide for a 10-day written notice to East Central University prior to cancellation or any material modification of the insurance policy. Failure to comply with this stipulation may result in cancellation of the function or event, with lessee responsible for all costs incurred.

### **Restrictions**

Any use of ECU facilities shall be subject to the following restrictions and conditions:

- The use must not interfere with ECU programs or functions.
- The use must be appropriate to the nature and purpose of the facility.
- The lessee may not use any of the following products:
  - ✦ Glitter
  - ✦ Smoke Machines
  - ✦ Fire Candles
  - ✦ Alcoholic Beverages, *unless contracting with Chartwells (ECU's foodservice and catering provider)*
  - ✦ Crepe Paper should be used **ONLY** as streamers and in such a way so as to avoid it getting wet.

### **Parking Policies**

Parking regulations are enforced all year, including periods when classes are not in session. Visitors to the campus, including those who have been granted privileges to use ECU facilities, must comply with parking regulations as published by the ECU police department. The lessee will be responsible for ensuring that all spectators/participants park in authorized parking lots and do not block fire lanes, entrances or exits, or other thoroughfares.

### **Event Times**

Normal ending times of events on campus will be 12:00 A.M. (midnight) unless otherwise approved by the Events Management coordinator. ECU expressly reserves the right to require that any event end at an earlier time, given considerations of: safety, crowd control, weather, noise, and potential disruption of favorable community relationships.

### **Food/Drink**

Distribution and consumption of food and drink is not allowed in the Estep Center. *Food for any event must be provided through the ECU Food Service. Charges for this service will be determined by the food service director. Alcoholic beverages shall not be possessed or consumed by individuals on the ECU campus, unless working with Chartwells (the ECU Foodservice and Catering provider.)*

**Fire Prevention and Safety**

Fire prevention and safety concerns are important issues that will be addressed by the Event Manager during the use of the facility. The State Fire Marshall establishes regulations regarding the number of occupants in a facility and the types of decorations allowed, and the Oklahoma Department of Labor establishes regulations regarding the use of hazardous materials (such as compressed gas cylinders). These rules and regulations must be followed during the use of ECU facilities. Information on these issues may be obtained from the ECU Safety Officer and /or the Events Management Coordinator.

**Site**

The lessee agrees to protect all ECU property in the facility, to clean the facility within the designated time period and to the satisfaction of the Events Management Coordinator, and to dispose of trash in the designated area following the event. The lessee agrees to keep all participants in designated areas to be agreed upon in advance with the Events Management Coordinator. The lessee also agrees to comply with ECU’S policy of no smoking on the University campus.

**Use Agreement**

The signed Agreement will be kept on file.

Please sign and return with payment.

Lessee Signature

VP Signature of Approval

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date