



Please check one:
 Returning Client
 New Client

General Events Facility Use Agreement

Requesting Organization: _____

Contact Individual: _____

Non-Profit Organization: YES NO State or Federal Tax ID #: _____

Billing Address: _____
(Street Address)

Phone #: _____ (City) _____ (State) _____ (Zip Code)
Fax#: _____ Purchase Order #: _____

Event Information:

Date(s) of Event: _____ Time(s) of Event: _____

Room Number(s): _____ # of Participants: _____

Preferred Catering: YES NO Vendor Used: _____

If catering is being provided by outside resources, I agree to pay \$2.50 per person. (Please initial)

Is your event on a weekend? YES NO (Please check one)

Is your event in the evening, after 6:30pm? YES NO (Please check one)

The above request to use Aims Community College Main Campus facilities is formalized in this agreement. All requested needs and agreements are noted on this form and the attached documents.

Attached Documents:

<input checked="" type="checkbox"/> Use Fee Schedule	<input checked="" type="checkbox"/> Catering Order Form
<input checked="" type="checkbox"/> Rules and Policies	<input type="checkbox"/> Special Events, Proms and Receptions
<input checked="" type="checkbox"/> Room Set-up Form	<input checked="" type="checkbox"/> Cancellation Form

If requesting a room less than ten (10) business days prior to the event, the Aims College Corporate Education Center will make every attempt possible to provide catering, media, and other needs within the short time frame.

Charges may exceed original estimate due to additional fees or late cancellation fees incurred, as noted in the Fee Schedule and on the Rules and Policies.

The use of this facility shall indemnify and hold harmless Aims Community College from and against any and all loss, costs (including attorney's fees), damages, expenses and liability (including statutory liability and liability under workman's compensation laws) in connection with claims for damages arising from injury or death of any person, or damage to any property resulting from any act or neglect by user in connection with the use of Aims Community College premises by users, users' agents, employees, invitees, or subcontractors.

My signature indicates that I have read and agree to all of the conditions and guidelines in this document and the attached documents as noted above. I will be held responsible for all the fees associated with this contract.

I, _____ of _____ agree to the above conditions.

Signed: _____ Dated: _____

Aims College Corporate Education Center agrees to the above conditions:

Facilities Coordinator

Date