



# RESERVATION REQUEST YSU FACILITIES AND EQUIPMENT

No reservation is confirmed until this form and an **AGREEMENT FOR USE OF FACILITIES AND EQUIPMENT** are completed and approved and a non-refundable \$100 deposit is received by the area approver's office.

Organization(s)/Department(s)/ Individual holding event: \_\_\_\_\_

Tax ID # (if applicable) \_\_\_\_\_ Co-Sponsor of Event (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization(s) or Department(s) responsible for payment of police charges, etc.: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Location of Event: (Building & Room #) \_\_\_\_\_

Day & Date of Event: \_\_\_\_\_ Actual Time of Event: From/To: \_\_\_\_\_

For Setup/Clean-up Needs: \_\_\_\_\_ Entrance Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

- Will any government officials or media be invited or present at your event? Yes \_\_\_ No \_\_\_
- Are you requesting food or alcohol be served at the event?  
*(All food & alcohol must be purchased from University Catering Services.)* Yes \_\_\_ No \_\_\_
- Is the event open to the public? Yes \_\_\_ No \_\_\_
- Will an admission fee be charged? If yes, amount \$ \_\_\_\_\_ Yes \_\_\_ No \_\_\_
- Will registration/conference fees be collected at the event? Yes \_\_\_ No \_\_\_

What is the age group of attendees?

- |                       |         |        |
|-----------------------|---------|--------|
| Children/Teens (0-18) | Yes ___ | No ___ |
| Young Adults (18-20)  | Yes ___ | No ___ |
| Adults (21 & over)    | Yes ___ | No ___ |
| Seniors (55+)         | Yes ___ | No ___ |
| All Ages              | Yes ___ | No ___ |

Will parking be needed? Yes \_\_\_ No \_\_\_

Does the event include entertainment? If yes, please describe below: Yes \_\_\_ No \_\_\_

## AGREEMENT FOR USE OF FACILITIES AND EQUIPMENT

This agreement is entered into between Youngstown State University (referred to herein as YSU) and \_\_\_\_\_ (referred to herein as User).

WHEREAS the User wishes to have access to and use of YSU facilities and/or equipment as described in a Reservation Request, which is attached herein and incorporated by reference to this Agreement; and

WHEREAS, YSU is willing to provide such access and use only on the conditions contained herein,

**NOW, THEREFORE, IT IS HEREBY AGREED AND ACKNOWLEDGED:**

1. YSU reserves the right in its sole discretion to terminate this agreement at any time or to substitute alternative facilities where the use is inappropriate for the facility, would adversely affect YSU, or subsequently conflicts with the needs of YSU.
2. User agrees not to use the name or logo of YSU for any purpose other than to indicate location of the event and further agrees to provide all fliers and informational documents regarding the event to YSU for approval **prior** to distribution.
3. Unless specifically approved to do so in writing, User shall not reference or represent YSU as a sponsor or co-sponsor of the event.
4. User agrees to release and forever discharge the State of Ohio, Youngstown State University, and their respective employees, officers, officials, agents, instructors, invitees, guests and volunteers from any and all liability for personal injury, death, or property damage of any kind sustained or in any manner arising from its use or occupancy of YSU facilities. Further, User agrees to indemnify and hold harmless the State of Ohio, Youngstown State University, and their respective employees, officers, officials, agents, instructors, invitees, guests and volunteers from any and all claims, liability, loss and expense, including but not limited to damages, legal expenses and costs of defense, and all claims of any nature whatsoever arising from its use or occupancy of YSU facilities.
5. User shall provide proof of General Liability insurance coverage with a minimum limit of \$1,000,000 per occurrence/\$2,000,000 general aggregate. The required insurance shall be evidenced by a Certificate of Insurance naming Youngstown State University as the Certificate Holder and including YSU as an additional insured. Said insurance coverage shall expressly waive any rights of subrogation. Users of the facility who do not have liability coverage may apply for coverage through Special Markets Insurance - Special Events and Activities Coverage @ <http://www.campusconnexions.com>.
6. Users wishing to have alcohol at an event must first obtain either an On-Campus Alcohol Permit or a State of Ohio Temporary Alcohol Permit. Users must purchase the alcohol from University Catering Services. For areas other than Kilcawley Center, please contact the appropriate area approver's office or call 330-941-2962 for complete information on food and alcohol service.
7. User shall provide direct supervision of the event and adhere to all federal, state and municipal laws and University Policies including, but not limited to, University Policy 3356:04-03, which governs the Use of YSU Facilities, and University Policy 3356:07-49, which governs minors on campus. (University Policies are available at <http://web.ysu.edu/guidebook/>.)
8. User agrees to pay all required fees including but not limited to parking and security fees.
9. This agreement is governed by and interpreted under the laws of the State of Ohio.
10. The individual signing this agreement states that he/she has full authority to bind the contracting entity to this agreement.

This request becomes a binding agreement only when countersigned by the University and upon receipt of a non-refundable \$100 deposit, or half of the rental fee if less than \$100.

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Signature of person completing this form

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Date

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Signature of person approving this form

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Date