



Conference & Event Services
 11300 NE 2nd Avenue
 Miami Shores, FL 33161
 Phone: (305) 899-3057
 Email: ceserv@barry.edu

APPLICATION FOR RENTAL/USE OF FACILITIES

Date: _____ Name of Organization/Individual: _____

Affiliation (indicate if Barry student, alumni, employee, or other): _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Email: _____

Contact Person: _____ Title: _____

Name to be listed on the agreement: _____ Title: _____

Campus Facilities Desired: _____

Requested Date(s): _____ Program Start Time: _____ End Time: _____
(do not include set-up/breakdown time)

Alternate Date(s): _____

Event/Program Name: _____ Anticipated Number of Participants: _____

Type of Event: _____

Admission charge (if any): _____ Public or Private Event _____

Services and objects required **(please be specific)**:

Items	Quantity/(Y/N)
Round Tables	
6' Rectangular Tables	
Chairs	
LCD Projector (projector only – no computer)	
Multimedia Cart (specify computer or laptop)	
Podium and Microphone	
Projection Screen	
Field Lining/PA System/Scoreboard <small>(Athletic Fields)</small> (please specify)	
Food Service/Concessions:	
Other (please specify):	

FACILITY RENTAL REQUEST PROCEDURES

1. All information must be included for the application to be processed.
2. Return the attached Rental Application by email to ceserv@barry.edu
3. If the application is approved, Barry University will forward a "Facility Use Agreement" contract form, policies and procedures addendum, and price quote or invoice.
4. The organization placing the request should return the signed contract, policies and procedures addendum, and room deposit by the due date in the agreement to confirm reservation. All payments must be in the form of a credit card, business or cashier check, or money order and made payable to Barry University. ***Please do not mail cash. Personal checks are not accepted.***
5. Prior to the event date, lessee must submit proof of insurance and full payment to Conference & Event Services.

BASIC GUIDELINES

- Bookings will only be confirmed with the receipt of a room deposit. Deposits and fees must be paid by the dates indicated in your Facility Use Agreement.
- All Barry University events are priority, and any rental agreement can be cancelled at the discretion of the University through the Conference and Event Services Department.
- The lessee assumes full responsibility for any and all damage to rental area, furniture and equipment.
- Any rented tables and chairs must be set-up and broken down by the lessee. The use of decorations is allowed, provided they pose no risk of damage to facilities and furniture. Lessee must ensure that the decorations are removed and facility is returned to its original condition.
- The lessee agrees to abide any special guidelines specific to the facility being requested
- Catering arrangements can be made through Conference and Event Services with Chartwells. If using an outside catering company, the University must receive proof that they are licensed and insured

The Lessee warrants that the facility desired is intended to be used for the purpose described in the application, and that all information provided in this application is true and accurate. The Lessee further agrees to hold harmless Barry University, its trustees, officers, and agents from any claims, liabilities and causes of action arising out of the operation of this agreement. It is understood that no Alcoholic beverages will be served, and decorations will not cause damage to the facility. Services and equipment listed above will be provided for an additional charge.

The lessee agrees at its sole cost and expense, agrees to procure and maintain during the term of this Agreement, a policy of commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) single limit and three million dollars (\$3,000,000) aggregate, against claims for bodily injury, death and property damage occurring in connection with USER's services. A copy of the insurance waiver must be submitted by the due date indicated in the Facility Use Agreement.

You will be notified by e-mail of the action taken on this application. If you have any questions, please call (305) 899-3057. Thank you for choosing Barry University.

Print Name & Title _____

Signature _____ **Date** _____