



## Facility Use Agreement

### Student Union/Union Annex

As of this **Date:** ASU grants permission to User to use and occupy the **SPACE:**  
for the following event and no other purpose:

Event Name:		
Event Date(s):  Recurring:	Time: Start/End: _____ - _____  Prep/Clean: _____ - _____	Estimated Attendance:
Contact:		
Department/Billing Address:		Mail Code:
Phone:	Fax:	Email:
Requestor/Organization:  <div style="text-align: center;"> <input type="checkbox"/> ASU organization/department    <input type="checkbox"/> 3<sup>rd</sup> Party entity         </div>		

1. **FEES:** User agrees to pay expenses to ASU, as set forth in the attached and the incorporated schedule A upon receipt of invoice.
2. **DEPOSIT:** User agrees to pay \$ \_\_\_\_\_ as deposit, which will be applied toward rental charge, or any other charges due in the final billing. ASU shall have no duty to perform under this Agreement until it has received this deposit. No personal checks will be accepted. The deposit is non-refundable. Deposit is due by **Date:** \_\_\_\_\_.
3. All ASU Poly facilities are viewed as university resources under the general control of the Assistant Vice President of Business and Finance at the Polytechnic campus as delegated by the Executive Vice President and CFO. These facilities shall be used to promote the educational, research and community service missions of the university.
4. United States Department of Education Consent. If this is a recurring, multiple or long-term activity, the United States Department of Education must consent to this Agreement before it may become effective.
5. Compliance with University Policy. The event or activity must be conducted in compliance with all applicable laws and university policies and procedures. See applicable "Facility Use Terms and Conditions."
6. Payment of Fees and Charges. The base rental charge, including any direct costs, must be paid within 15 days after invoiced. Payment for all facility usage at ASU Poly shall be made by check. Checks should be made out to Arizona State University and mailed or delivered with a copy of the invoice to the following address:

Arizona State University  
Administration and Financial Services  
6027 S. Sagewood  
Mesa, AZ 85212

Please Note that by signing this form you agree that:

- ASU Polytechnic reserves the right to reassign rooms up to 48 hours before the beginning of an event and/or cancel reservations before the event if facilities are needed for priority on-campus departmental use. If you decide to cancel your reservation, 48 hours notice is required.
- The “Facility Use Terms and Conditions” (Appendix C) will be followed.

I hereby certify that I have read the terms and conditions for use of space and agree to abide by the rules as set out in the “Facility Use Terms and Conditions” (Appendix C). Failure to comply may result in termination of my event and may prevent my organization’s future use of space on the Polytechnic campus.

Signature:	Date:
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ARIZONA BOARD OF REGENTS  
 FOR AND ON BEHALF OF  
 ARIZONA STATE UNIVERSITY

\_\_\_\_\_  
 Signature

Jean Humphries  
 Name

Assistant Vice President, Business & Finance  
 Title

\_\_\_\_\_  
 Date

For office use only: Date Received: _____ Received By: _____ Event Number: _____	<input type="checkbox"/> Scheduled <input type="checkbox"/> Confirmation Sent <input type="checkbox"/> Notified Business & Financial Services <input type="checkbox"/> Notified ASU Police Department <input type="checkbox"/> Notified ASUP Poly FacMan	
Category:	Fees Quoted:	Final Total: