

ROBINSON CENTER FACILITIES POLICIES AND REGULATIONS

A reservation is required for all private use of Robinson Center facilities. Regularly scheduled class times and internal use requirements must take precedence over outside reservations.

1. Applicant shall be responsible for any and all loss or damages to the Robinson Center facility or grounds (the Facilities) and shall inform the membership or participants of Facility policies and regulations. A financial deposit may be required to cover damages and/or extra maintenance if determined necessary by the Facilities Director.
2. The Facilities Director has the right to approve or disapprove any or all groups' use of the Facilities.
3. The Facilities Director may require additional Robinson Center employee(s) to provide security or maintenance for the Applicant's event. Applicant will be responsible for the expense of that additional security or maintenance.
4. The Facilities Director or Security staff has the authority to and may cancel an event at any time due to an unruly or disruptive behavior, destruction of property, or environmental or adverse weather conditions.
5. Prior to use of the Facility, Applicant shall provide a certificate of Commercial General Liability insurance naming the University of Kansas as an additional insured with coverage limits no less than \$1,000,000 for bodily or personal injury and \$500,000 for property damage. The University shall not be held liable for accidents and/or injury suffered by individuals engaged in activities occurring within or upon Robinson Center during the time the facilities are being rented. The University assumes no liability for loss of property.
6. The individual or group using the building or grounds will forfeit the right of further occupancy if the Facility rules, including those stated herein, are violated.
7. A minimum of one-half of the total payment due shall be deposited with the facilities office at the time this form is submitted to the Facilities Office. Any remaining balance due must be paid prior to the event. Employees of the Robinson Center Facilities Office or Security Staff may, prior to or during the event, request to see receipt(s) showing all payments have been received. It is the responsibility of the Applicant to make available the requested receipt(s). Any deviation from the payment process must have the advance approval of the Facilities Director.

Release from Liability and Indemnification

In consideration for and as a condition of the use of the above stated facility, Applicant hereby agrees to indemnify and hold harmless the University of Kansas, its employees and agents, against any and all claims, demands, causes of action, damages (including damages to property), costs and liabilities, resulting from or caused by the use and occupation of the facility described herein, whether such use is authorized or not, or from any act or omission of Applicant or any of its officers, agents, employees, guests, patrons, or invitees, and the Applicant shall at his or her sole risk and expense, defend any and all suits, actions, or legal proceedings which may be brought against the University of Kansas, its employees, or agents. Applicant shall pay for any and all damages to the property of University of Kansas (Robinson Center) for loss or theft of such property caused by Applicant or the officers, agents, employees, guests, members, patrons and invitees of the Applicant.

I have received, read and reviewed the Robinson Center Facilities Policies and Regulations and I understand the conditions and regulations. I represent and warrant that I am authorized to sign this agreement on behalf of the Applicant and that I will be present at the facility during its use and agree to use due care to ensure that Facility regulations are followed while the facility is in use. I further understand that failure to abide by the policies and/or regulations of the Facilities may result in the immediate cancellation of my event, without refund.

Date

Signature of Applicant or Authorized Applicant Representative