

BRESCIA UNIVERSITY SPACE RENTAL APPLICATION / AGREEMENT

Applications to reserve the requested space/date/time will not be considered for approval until a completed/signed application is received along with payment for deposit and 1/2 of rental charges. Space/date/time will be reserved if application is approved by Brescia official.

Name of Renter

Requested Room/Space

of Attendees

Purpose

Primary Contact

Phone (Day)

(Evening)

Address

City, State, Zip Code

E-mail Address

Secondary Contact

Phone (Day)

(Evening)

Address

City, State, Zip Code

E-mail Address

Requested Date(s)

Time

Tables _____ Chairs per table _____ Chairs (without tables) _____

Event Caterer

Caterer must be selected from Approved Caterers List. Use of any other caterer will result in immediate termination of event and forfeiture of all fees and deposits. If event is not catered, enter "None"

Other requests/notes

Rental Amount

Security Deposit

Equipment Deposit

Total

Paid with Application

I, the undersigned, acknowledge that I have read, understand, and agree to comply with all Terms and Conditions as listed on Pages 1 and 2 of the Brescia University Space Rental Application.

Signed (Renter)

Printed Name/Title

Date:

BRESCIA ALUMNI INFORMATION

Year Graduated: _____ Degree: _____ Maiden Name (if applicable): _____

FOR INTERNAL USE ONLY

Approved by (Brescia official)

Printed Name/Title

Date:

Copy to: Cashier - Director of Housekeeping - Assistant Director of Business & Finance

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Terms & Conditions

- A. Brescia University reserves the right to reject any application at its sole discretion for any reason that may include, but is not limited to, events considered to be in conflict with the Catholic mission and intent of the University.
- B. Applications to reserve the requested space/date/time will not be considered for approval until a completed/signed application is received along with payment for deposit and 1/2 of rental charges. Space/date/time will be reserved if application is approved by Brescia official.
- C. Applications will be considered for approval in order of receipt. Incomplete applications will be returned without consideration for approval.
- D. Official notification of acceptance/rejection of application will be to mailing address and/or e-mail address of Primary Contact as stated on the Application.
- E. Balance of charges is due two days before the scheduled date of the use of the facilities
- F. Renter is responsible for any damage, theft or injury as a result of the renter's use of the facilities, whether willingly or accidentally, whether by renter or guests, not limited to the amount of the fees and/or deposit.
- G. Individual stated as Primary Contact on the Application must be present at all times during the event.
- H. Keys for rentals on weekends or other dates when Brescia is closed, must be picked up before the close of business on the last business day preceding the rental.
- I. The event must be concluded by _____ and the premises vacated no later than _____.
- J. Event may be terminated and renter will forfeit rental fees and the security deposit for failure to comply with any and all Terms and Conditions including, but not limited to the following:
 - a) Access/use any Brescia building/room prior to start of rental period or after end of rental period.
 - b) Facility or equipment damage, excess refuse, dirty or stained floors.
 - c) Failure to remove any and all event-related items, including DJ equipment, from the University by end of rental period.
 - d) Any action which jeopardizes the safety and security of Brescia's campus, employees, students or visitors including but not limited to propping outside doors, blocking exits, blocking stairwells.
 - e) Allowing any individuals to enter any and all Brescia buildings and rooms, except for those specifically accessing the rented rooms for the renter's stated purpose.
 - f) Any action or failure to act resulting in the law enforcement officials being called due of this rental.
 - g) Subletting any of the space.
 - h) Charging admission for a private function.
 - i) Smoking in any Brescia building/room.
 - j) Failure to follow instructions of Brescia personnel or security guards.
 - k) Failure to limit room occupancy to capacity listed on Rental Rate sheet and/or posted in the room.
 - l) Use of an non-approved caterer.
 - m) Failure to return keys by noon of the first business day following the scheduled event.
 - n) Renters/guests/attendees/participants parking illegally or in private, non-Brescia, parking lots.

Initials _____ (Brescia official) _____ Renter

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