



UTAH COUNTY ACADEMY OF SCIENCES

DH Form A – Provo Rental Agreement

Please note that the classrooms and conference rooms are equipped with audio and visual. A member of our school personnel and janitorial staff will be assigned to you during the days that you would like to rent our space to assist you with any audio/visual needs.

Use-Costs: The following use-costs are rates that will be charged with all facility use:

Administration Rate: \$50 per hour, per administrator needed (1 minimum, required for entire time rented)

Custodial Rate: \$25 per hour, per custodian needed (1 minimum, required for entire time rented)

Additional Charges: Charges incurred due supply requests or damage to the facility that is not covered under insurance.

Group Definitions: The following definitions will apply when determining the rates outline in the table below:

Education or Government Use: Organizations that are organized for educational, general character building, and/or welfare purposes, under the direction of UCAS (and UVU when necessary). All meetings qualifying under these provisions shall be non-exclusive, and open to the public.

Church, Religious, or Civic Use: Non-profit organizations that are not qualified as education or government. All meetings qualifying under these provisions shall be non-exclusive, and open to the public.

Fair Market Use: Organizations that charge admissions or fees to the activity, which will be spent for other than charitable or welfare purposes.

Facility	Education Use	Government Use	Church, Religious, or Civic Use	Fair Market Use
Classroom	Use-Cost + Additional Charges	Use-Cost + Additional Charges	Use-Cost + Additional Charges	Use-Cost + \$50 per hour + Additional Charges
Conference Center	Use-Cost + Additional Charges	Use-Cost + Additional Charges	Use-Cost + Additional Charges	Use-Cost + \$75 per hour + Additional Charges

Restrictions for Use

- a. School personnel will have responsibility to assess whether all rules, regulations, and laws are adhered to by the group using the school facilities, and that violations are reported to the school administration. School personnel are responsible to secure the building.
- b. In keeping with the Utah County Academy of Sciences commitment to provide a drug-free, smoke-free, and alcohol-free workplace, illegal drugs, alcoholic beverages, and tobacco shall not be permitted in or on school property. Profane language, quarrelling, fighting and gambling are also prohibited activities on school property. Violation of these rules shall be sufficient cause for denying further use of school property and facilities to the organization.
- c. Use of facilities on Orem campus may be restricted according to UVU requirements.
- d. Cooking is not permitted in any building. In the Orem location, food is permitted in the activity center only. In the Provo location, food is only permitted on the cement or tiled areas of the main floor of the building.
- e. Violation of these rental rules and or damage incurred in the use of the rental space are grounds for denying future building use.

Proof of Liability Insurance:

- a. USER agrees to indemnify UCAS against any and all damage to person or property, including personal property and equipment, arising from the use of the Facility.
- b. USER agrees to maintain general liability insurance in an amount not less than \$2,000,000 per occurrence, Protect UCAS from any such damage, and to name UCAS as an additional insured under the policy.
- c. USER must provide Proof of Insurance to UCAS at the time of entering this Agreement. Proof of Insurance is attached to this AGREEMENT as Attachment A and is incorporated herein by this reference.
- d. USER assumes responsibility for any damage that USER or its employees, officers, agents, guests, volunteers, visitors, invitees, licenses, or contractors may cause to UCAS property occurring during the use of the facility.

Application Information Details

Renter, Group, Organization:				Contact Person:
Contact Email Address:				Contact Phone:
Billing Address, City, State, Zip:				
Date(s) and Time(s) of requested use:	Date(s)	Starting Time	Ending Time	=Hours

Purpose of requested use:			Total:
Name of requested facility:			
Special Equipment Requested:			
Additional personnel requested/needed:			
Estimated attendance at event:	# of participants:	# of attendees:	
Will an admission or participation fee be collected?	<input type="checkbox"/> yes	<input type="checkbox"/> No	

Classification

Education Use	Government Use	Church, Religious, or Civic Use	Fair Market Use
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Costs Itemized

Use – Cost, Administrator	\$50 x # Needed _____	
Use – Cost, Custodial	\$25 x # Needed _____	\$
Rental, Classroom	\$50 X # of Hours	\$
Rental, Conference Center	\$75 x # of Hours	\$
Please make checks payable to UCAS	Total due:	\$

Checklist

<input type="checkbox"/>	Completed Application (this form)
<input type="checkbox"/>	Certificate of Liability Insurance (listing UCAS as certificate holder and additional insured)
<input type="checkbox"/>	501(c)(3) IRS Determination Letter (if non-profit, government, or religious)
<input type="checkbox"/>	Rental Fee Payable to UCAS

Name of Requestor (Printed)

Signature of Requestor

Date

Name of UCAS Representative (Printed)

Signature of UCAS Representative

Date