

Facilities Use Permit

Ag Heritage Park/Alabama Farmer's Pavilion

PAYMENT INFORMATION

Name/Contact Person: _____ Phone Number: _____

Address: _____ City, State, Zip Code: _____

Date of the Event: _____ Check-in Time: _____ Check-out Time: _____

Location of Event: _____ Number of people in attendance: _____
(Max. Capacity is 170 people)

Type of Event (Party, Reception, Educational, Meeting): _____

Deposit Received: Yes _____ No _____ Amount: _____

Rental Fee Received: Yes _____ No _____ Amount: _____

Payment Type: Check _____ Visa/MC _____ Cash _____ Banner # _____

College of Agriculture Sponsor Name and Number: _____

Credit Card Type: _____ Credit Card Number: _____

Expiration Date: _____ Name as it appears on the card: _____

Signature of Credit Card Holder if Different from the Responsible Party: _____

ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT

I _____, (Name) as witnessed by my signature below, hereby acquit, release and forever discharge Auburn University, its Board of Trustees, officers, agents, employees, students and volunteers from any and all losses, claims, damages or liability, including but not limited to bodily injury, property damage, loss of life, or whatsoever arising directly or indirectly out of or in connection with this/these outdoor entertainment event(s). I further agree to indemnify and hold harmless Auburn University, its Board of Trustees, officers, agents, employees, students and volunteers from any and all debts, demands, actions, causes of action, suits, proceedings, expenses (including reasonable attorney fees), claims and liabilities whatsoever arising directly or indirectly out of or in connection with this/these outdoor entertainment event(s).

I hereby agree to abide by the requirements for receiving a Facilities User Agreement and accept full responsibility and assume all risks associated with said event(s) to be held on

_____ Date(s) at the **Ag Heritage Park**: _____

Signature: _____ Printed/Typed Name: _____

Staff Signature/Witness: _____ Date: _____

Rental Policy and Compliance Rules

The Director of Ag Heritage Park and/or their designee shall enforce or cause to have enforced the provisions herein; and shall have the authority to deny use of any facility to an individual or group who refuses to comply with the policies and procedures. Reservations shall be granted on a first come, first served basis, subject to the availability of the facility. Changes to the Pavilion rental or setup will only be accepted from the contact person listed on the agreement.

All facility use permit requests will be authorized by the Director of Ag Heritage Park or designee, subject to the availability of the facility. If an application is not accepted, the reservation security deposit will be refunded to the applicant in full. **A Facility Use Permit should be displayed or available for validation during all functions.**

ALL events or gatherings MUST provide proof of liability insurance coverage that insures the event of up to \$1,000,000 per event and list Auburn University as Additional Insured on the policy. If you are a University sponsored club, department or group, you must verify your affiliation with Auburn University before securing a date for service. Please call 334-844-3596 for questions about insurance coverage for your event.

You, the Renter, are solely responsible for the Pavilion, its equipment, fixtures and accompanying grounds etc. You or your designee must be at least 25 years of age in order to secure this facility for any event. You may have a qualified sponsor sign for your group providing they satisfy all of the conditions for renting this facility as listed below. You may not sublease this facility to anyone. Sales of product(s) for profit are strictly prohibited. You must adhere to the University policy as well as the City of Auburn and Lee County for the permissible uses of alcoholic beverages.

We do not rent tents, PA systems, podiums or other equipment to groups.

We are not responsible for and do not release you from your contract based on inclement weather.

Minimal cooking equipment is available (oven and convection/microwave) and most meals are better catered to the site.

Rental rates are base on a per usage basis and are not intended to cover over-night or event setup on a day prior to your rental.

ALL VEHICLES MUST REMAIN ON HARD SURFACED PARKING OR DRIVE ACCESS AREAS. NO EXCEPTIONS.

We ask that no tape, nails or tacks be used to hang banners or signs on the interior or exterior walls or any surface of the Pavilion.

The permit holder has the responsibility to obtain any permit(s), insurance and/or license(s) required by Ag Heritage Park, Auburn University, City of Auburn ordinances, Lee County or state laws, pertaining to the nature of their event.

The staff of AAES Land and Facilities has the right of full access to activities at all times to ascertain compliance with policy and procedures, and city and state laws.

Ag Heritage Park/Alabama Farmer's Pavilion

Check-in/Check-out Procedures

Staff members must insure that the client is informed about our expectations. Please address each item on this page directly with the customer.

- No smoking is allowed within the Pavilion
- No open flames are allowed: this includes BBQ pits and fryers. Only floating candles are allowed and must be in a container of water. (Unity candles may be considered for weddings).
- Nothing may be hung or attached to the ceilings or the fire suppression pipes.
- Any liquid spills should be cleaned prior to the end of the rental session.
- Confetti, glitter or similar products are not allowed. No staples, nails, duct tape or packing tape should be used to affix any items to walls, windows, wooden beams or windows.
- No items may be shipped or stored in the Pavilion.
- Roll-up doors should **ONLY** be operated by and an adult. Releasing these doors too quickly can cause serious injuries to individuals. Please ask for assistance in operating these doors for the first time. Otherwise, our staff member will place a lock on the doors in the desired position.
- All indoor lights and fans should be turned off prior to locking doors.

Are all doors functioning properly?	Yes/No	Note any deficiencies:	<u>Check-in initials</u>	<u>Check-out initials.</u>
Are TV's functioning properly?	Yes/No			Client:
			Staff:	Staff:
Are all toilets functioning properly?	Yes/No		Client:	Client:
			Staff:	Staff:
Are all floors clean?	Yes/No		Client:	Client:
			Staff:	Staff:
Are all counter tops clean?	Yes/No		Client:	Client:
			Staff:	Staff:
Are all tables/chairs clean and in operable condition?	Yes/No		Client:	Client:
			Staff:	Staff:
Are all kitchen appliances clean and functioning properly?	Yes/No		Client:	Client:
			Staff:	Staff:
Are all lights functioning?	Yes/No		Client:	Client:
			Staff:	Staff:
Cleaning supplies/paper/brooms cleansers available?	Yes/No		Client:	Client:
			Staff:	Staff:

Pavilion Key Issued?	Yes/No		<u>Check-in initials</u>	<u>Check-out initials</u>
Number _____			Client	Client
			Staff.	Staff.

PAVILION CLEAN-UP CHECKLIST

The rental applicant is responsible for cleaning the facility upon the conclusion of the event in accordance with the rules and regulations set forth in the Facilities Use Permit. The checklist below is provided to assist you.

OUTSIDE PAVILION

- Remove all decorations.
- Place any trash from the grounds and parking lots related to your event in the trash dumpster provided.

INSIDE PAVILION

- Remove all decorations
- Clean all counters and tables with disinfectant spray and a clean towel
- Stack chairs of 15 onto the chair racks and fold table legs under
- Return chairs and tables to where they were when you arrived
- Sweep floor and dispose of trash into garbage
- Mop up all spills with hot water only and remove any streak marks left on floor
- Put all bagged garbage into dumpster at the far end of the parking lot
- Return all equipment and cleaning supplies to where you found them
- Make sure all windows and doors are shut and locked.
- Put all bagged garbage into dumpster at the far end of the parking lot

KITCHEN

- Turn off equipment - leaving all the pilot lights lit
- Remove food from on and in appliances
- Wipe down all surfaces with disinfectant spray and a clean towel
- Sweep floor and dispose of trash into garbage
- Mop up all spills with hot water only
- Put all bagged garbage into dumpster at the far end of the parking lot
- Return all equipment and cleaning supplies to where you found them

I understand that any damage, unreturned equipment, unclean areas, or additional time may result in forfeiture of my damage deposit and/or charged additional fees.

Printed Name _____ Signature _____ Date _____

FOR OFFICIAL USE

Was the cleaning that was done acceptable? YES NO
Any damages noted?

Cleaning notes:

Staff Printed Name _____ Staff Signature _____ Date _____