**Lamar State College-Port Arthur**

**FACILITY AND/OR RENTAL AGREEMENT**

**Internal Organizations**

**Event Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Event Date:** | Click here to enter a date. | | **Date Requested:** | | | Click here to enter a date. | |
| **Room Requested:** | Click here to enter text. | | | **Event Time:** | Click here to enter text. | | |
| **Building:** | Click here to enter text. | | |  |  | | |
| **Name of Event:** | Click here to enter text. | | | | | | |
| **Nature of Event:** | Click here to enter text. | | | | | | |
| **Estimated Attendance:** | Click here to enter text. | **Is the organization classified by the IRS as a non-profit?** | | | | | No |
| **Will alcohol be served?** | No | **Do you plan to charge attendees for the event?** | | | | | No |
| **Will food be served?** | No |  | | | | |  |

**Contact Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name/Type of Organization:** | Click here to enter text. | | **Phone:** | Click here to enter text. | |
| **Responsible Party:** | Click here to enter text. | | **Fax:** | Click here to enter text. | |
| **Email Address:** | Click here to enter text. | | | | |
| **Set Up Time:** | Click here to enter text. | **Restoration Time:** | | | Click here to enter text. |

**LSCPA Approval**

I have reviewed the Rental Agreement and agree with the attached Quote.

|  |  |  |  |
| --- | --- | --- | --- |
| **Responsible Party for Rental** |  | **Date** |  |
| **Events Coordinator** |  | **Date** |  |
| **Athletic Director** |  | **Date** |  |
| **Physical Plant Director** |  | **Date** |  |
| **Dean of Student Services** |  | **Date** |  |
| **Vice President for Finance** |  | **Date** |  |
| **President** |  | **Date** |  |

**FACILITY USE AGREEMENT**

**Today’s Date:**

**Facility:**

**Date(s) of Use:**

**Organization:**

**Purpose of Use:**

This agreement is between Lamar State College–Port Arthur and the Organization named above.

1. Lamar State College–Port Arthur grants the Organization permission to use its facility subject to the terms of this agreement. The Organization agrees to use Lamar State College–Port Arthur’s facility according to the terms of this agreement.
2. The parties understand that Lamar State College–Port Arthur’s use of its facility takes precedence over any use by the Organization, and the Organization will use the facility only at the times and on the dates when Lamar State College–Port Arthur’s representative has given permission for use. Lamar State College–Port Arthur or the Organization may cancel this agreement at any time for any reason.
3. The Organization will leave the facility in the same condition as it was when the Organization began its use, and will keep the facility clean and free of litter and trash. The Organization will not alter the facility without Lamar State College – Port Arthur’s prior written permission. If the facility suffers damage from any cause during the Organization’s use of the facility, the Organization will, at Lamar State College–Port Arthur’s option, either repair the damage or pay Lamar State College–Port Arthur the amount necessary for Lamar State College–Port Arthur to repair the facility.
4. The Organization will use the facility only for the purpose shown above, and will not permit any other person or organization to use the facility without Lamar State College – Port Arthur’s prior written permission. The Organization will not permit alcoholic beverages at the facility during the Organization’s use, and will not permit a nuisance at the facility.
5. Event Fee: The Organization will pay Lamar State College–Port Arthur $\_\_\_\_\_\_\_\_ for the use of the facility. Payment is due on \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, and must be sent to:

Lamar State College–Port Arthur

Business Office

PO Box 310

Port Arthur, Texas 77641

1. **The Organization releases and agrees to indemnify AND HOLD HARMLESS The Texas State University System, Lamar State College–Port Arthur, and all regents, employees, agents, SERVANTS, DIRECTORS and officers for these entities (hereafter indemnitees) from any AND ALL claims and causes of action of any and all claimants on account of death, personal injury, or property damage that may ARISE FROM the Organization’s use of the facility. it is expressly understood and agreed that this indemnity agreement applies to all claims and causes of action, known or unknown, based in statute, contract, common law, or otherwise and including but not limited to those claims and causes of action based on the alleged negligence or other wrongful conduct of the indemnitees. The Organization intends to indemnify the indemnitees from the consequences of their own negligence.**

|  |  |  |
| --- | --- | --- |
| Signature of Organization’s Representative |  | Signature of Lamar State College – Port Arthur’s Representative |
| Printed Name and Title of Representative |  | Printed Name and Title of Representative |
| Date Signed |  | Date Signed |