Facilities Use Agreement

NOTE: Rental fees only cover the cost of renting the space(s) and a brief, in-person overview of how the room technology works. Event organizers will be responsible for arranging all other logistics, including configuring the space as needed and providing additional tables and/or chairs, food, beverage, signage, promotion, etc.

NOTE: Reservations are NOT confirmed until receipt of a non-refundable $50 deposit per space, which will be applied to the total facility rental fee(s).

1. SPACE
A. Space Available:
   • IE maintains public meeting space on the first and second floors.
   • IE maintains private meeting space on the fourth, fifth and sixth floors. Exceptions may be made on occasion for high-profile groups to reserve meeting space on upper floors, contingent on written approval from the IE co-directors.

2. USE OF FACILITIES
A. Damages: User agrees to exercise due care in the use of the Facilities, and at the end of the event to return the Facilities and University property in as good a condition as when received. User agrees to indemnify and hold University harmless against any damages to the Facilities and/or the equipment and furnishings contained therein, by reason of the User’s use and occupancy thereof. Any personal property brought into the Premises by User is to be removed immediately after the event unless prior arrangements have been made with IE staff. The University is not responsible for personal items, either lost or left in the Facility. User is responsible for all damages cause by User or Users’ participants during its use of the Facilities. The University will provide an opportunity for the User to confirm any claimed damages to the Facilities or University property. It is the User’s responsibility to collect all charges from the participant(s) responsible for the damage. No decorations or other materials shall be attached to any part of the building so as to cause damage to the building or its fixtures. User will be charged a $100 fee if excess garbage is left in the event space.

B. Reservations: Reservations may not be made more than 9 months in advance of the desired event date. IE reserves the right to authorize, refuse and/or cancel the use of the Facility; IE will try to avoid this, however, if needed, IE will provide up to a one-week notice for outside groups and two weeks’ notice for building occupants. If possible, IE will provide alternative space within ENR2. If a reservation is canceled or changed to a different space, the User must put up signage directing attendees to the new location. Events must not interfere with the general public’s ability to access ENR2 during business hours (7:30am to 8pm Mondays through Thursdays, and 7:30am to 5:30pm on Fridays).

C. Priority: IE’s meeting spaces on the first two floors of ENR2 are open to all. IE has first priority, followed, in order, by 1) building occupants (School of Natural Resources and the Environment, School of Geography and Development, and Department of Mathematics), 2) occupant-associated groups/organizations, 3) non-occupant-associated UA groups/organizations, and 4) other community groups. If the event is sponsored by a building occupant, IE will consider waiving or reducing the space charges, but standard security and custodial charges will
be charged, if applicable.

D. Deposit: Space reservations are not confirmed until a non-refundable deposit of $50 per reserved space is received. The deposit fee(s) will be applied toward the total cost of the facility rental fee(s).

E. Invoice: An invoice will be issued the day after the event. The invoice will include the facility rental fee(s) minus the deposit fee(s), along with any additional charges or fees incurred during the event, and must be paid within 30 days of the event. If not paid on time, late fees of $25 for each day past due will be added to the invoice.

F. Food and Beverages: Food and beverages are allowed in ERN2 meeting spaces. Cold food and drinks are allowed outside. Users are encouraged to placed heated food indoors, due to wind currents in the canyon. Users are responsible for clean-up and removal of any catered food.

G. Catering: For University groups, by University policy, Arizona Catering Company must provide all catering services valued at more than $750. If the catering costs are less than $750, the User has a choice of Arizona Catering Company or a caterer from the UA-approved Catering List at http://www.pacs.arizona.edu/approved_caterers. It is the User’s responsibility to comply with all UA policies. For non-University groups, ALL catering must be done by Arizona Catering Company (UA Student Union). www.union.arizona.edu/catering

H. Alcohol: For University groups, the UA Alcohol Permit Application must be submitted for all events where alcoholic beverages will be served on University of Arizona property. To obtain an application form, please refer to http://www.union.arizona.edu/alcohol. If approved, alcohol must be served by an approved licensed bartending service. Application form must be submitted at least two weeks prior to event date. It is the User’s responsibility to comply with all UA policies. For non-University groups, due to campus restrictions, alcohol will not be permitted for non-UA reservations.

I. Set-up and Cleanup: Users may rearrange furniture as needed, including moving tables outside for food/beverage service. Users must return all furniture to the way in which it was found, immediately after the event. Additional cleanup fees will be charged if the User does not put the room back to original configuration, and/or does not clean and remove all food and related items immediately after the event. Dumpsters are located in the loading dock. Access to the loading dock is through the door immediately north of the elevators.

J. Technology and A/V Equipment: Limited technology is available in each room; technology may vary. Each room is equipped with either a projector and screen, or a large TV monitor, in addition to a computer.
   a. IE will provide:
      i. A brief, scheduled, pre-event site visit to review technology available in the room (if needed)
      ii. Internet connection via UAWiFi and/or UAPublic
   b. IE will NOT provide:
      i. Laser pointer
      ii. Clicker
      iii. Adapters for connection to HDMI or VGA cords
      iv. On-site tech or A/V support during the event

K. Tobacco: The University of Arizona prohibits the use of products that contain tobacco or nicotine on its campuses and in its vehicles. More information on the Smoking and Tobacco Policy can be found at http://policy.arizona.edu/content/smoking-and-tobacco-policy.

L. Children: Children at the event must be accompanied and supervised by an adult at all times. More information on the Interactions with Non-Enrolled Minors can be found at http://policy.arizona.edu/ethics-and-conduct/interactions-non-enrolled-minors.
Facilities Use Agreement

M. Pets: No pets of any kind may be brought into or kept in a University facility, with the exception of certified service animals.

N. Weapons: The possession, use and sale of weapons are strictly prohibited on University property. Weapons include, but are not limited to, knives, blades, clubs, firearms, and fireworks. More information can be found at http://uapd.arizona.edu/weapons-campus.

O. Fire Code: User agrees to comply with all applicable State and University Fire Code requirements, including but not limited to the orderly evacuation of the Facilities, buildings and other occupied areas should a fire alarm sound.

P. Policy: User agrees to comply with all applicable Institute of the Environment, University of Arizona, and Arizona Board of Regents policies and local, state and federal laws, and to obtain any required permits for the event. This includes but is not limited to all policies listed at http://policy.arizona.edu/.

Q. Security: At the discretion of the Institute of the Environment, events may require security, at the sole cost and expense of the User. Event security must be provided by UAPD or a UA-approved vendor, and must be present for the duration of the event.
   a. UAPD security is required for any roof event occurring outside of normal business hours.

R. Contract Breach: In addition to all other remedies at law in equity, if the User breaches any provision of this contract, the User is required to pay a $200 fee and will not be able to rent the facility in the future.

3. PARKING
User is responsible for contacting and making parking arrangements with University Parking and Transportation Services. For event parking information, please refer to http://parking.arizona.edu/ or contact Special Event Parking at 520-621-3710. The closest parking garages to ENR2 are the Sixth Street and Tyndall garages.

Please sign and return to enr2roomres@email.arizona.edu.

<table>
<thead>
<tr>
<th>“User”</th>
<th>“The Institute of the Environment”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Date</td>
<td>Institute of the Environment</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Print Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contract #</th>
<th>Event #</th>
<th>5/12/2017</th>
<th>Contact</th>
<th>5/12/2017</th>
<th>Org/Dept</th>
<th>Date Issued</th>
<th>10/3/2016</th>
</tr>
</thead>
</table>