



CONTRACT FOR USE OF GATEWAY FACILITY

Date: \_\_\_\_\_

BIO  BURL  iMET  CONF CTR  ELKH  HORIZN  KENO  RACI  OTHER

1. Organization Name: \_\_\_\_\_

2. Address: \_\_\_\_\_  
City ST Zip

Organization Contact's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Area or Room Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Times(s): \_\_\_\_\_  
*Attach additional schedule if needed*

4. Special Equipment or Services Requested: \_\_\_\_\_

5. Purpose of Activity: \_\_\_\_\_

6. Admission to be charged:  Yes  No Amount: \$ \_\_\_\_\_

**Rules Governing Use of College Facilities**

- A. Requests for facility utilization should be received at least ten (10) days in advance of the activity.
- B. Groups utilizing Gateway Technical College facilities must adhere to all school regulations. Use of tobacco and smoking is prohibited on all Gateway campuses, which includes, but is not limited to, all buildings, grounds, sidewalks, streets, parking lots, structures; Gateway owned and leased vehicles, all personal vehicles on Gateway property.
- C. Facilities to be used only for purpose designated in contract. Transfer of permit is not permitted. In addition to room rental fee, any additional expenses incurred due to the activity will be charged to the group. Example: custodial, security officer, etc.
- E. Payment to be made to **Gateway Technical College**, upon receipt of the statement
- F. INDEMNIFICATION AND LIABILITY

GATEWAY TECHNICAL COLLEGE. GATEWAY TECHNICAL COLLEGE shall indemnify, defend and hold harmless the organization, its governing board, officers, employees and agents from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses including attorney fees, arising, either directly or indirectly, from any act or failure to act by GATEWAY TECHNICAL COLLEGE or any of its employees that may occur during or that may arise out of this Agreement.

ORGANIZATION. The Organization shall indemnify, defend and hold harmless GATEWAY TECHNICAL COLLEGE, its governing board, officers, faculty, employees and agents from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses including attorney fees, arising, either directly or indirectly, from any act or failure to act by the Organization or any of its employees or participants that may occur during or that may arise out of this Agreement.

Costs. In the event each party is found to be at fault, then each shall bear its own costs and attorney fees and its proportionate share of any judgment or settlement based on its percentage of fault, as determined by a procedure established by the parties.

- G. Lessee agrees to so conduct its activities upon the premises so as not to endanger any persons lawfully thereon and to save harmless the Lessor against any and all claims for injury to persons or property arising out of events under the control of the Lessee, its agents or employees.
- H. Required signature on this document indicates the representative of the above-named organization using a Gateway facility has reviewed, acknowledges and confirms to follow Gateway Technical College Policies and Procedures: E-150 – District Buildings and Facilities and E-150A – District Buildings and Facilities Events Procedures for External and Internal Users and Participants.
- I. Fee for use of facilities is as follows:

Room Rental Fee \_\_\_\_\_

Custodial Fee \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Estimated  Actual

**TOTAL** \_\_\_\_\_

Approved  Disapproved (reason) \_\_\_\_\_

\_\_\_\_\_  
*Signature of Organization's Representative (required)*

Date: \_\_\_\_\_

*James A. Schneider*  
\_\_\_\_\_  
*Signature of Gateway Technical College Representative (required for approval)*

Date: \_\_\_\_\_

Final Contract for Use of Gateway Facility 08 21 18.docx or .pdf  
Approved by ELC 08/20/18