

Educational Service Unit No. 13
Facility Use Agreement

Event: _____ Date: _____ Time: _____

Requesting Agency (**User**): _____

Contact Person: _____ # of Participants: _____

Phone: Work: _____ Home: _____ Fax: _____

Special Instructions: _____

The **User** agrees to pay a fee to ESU #13 for using its facility on the aforementioned date in the amount of \$_____.

(Advanced bookings of the facilities will be limited to 30 days from the date of the request. ESU #13 activities take precedence over all outside requests.)

The **User** also agrees to abide by the following conditions applicable to this agreement:

1. The **User** is responsible for setting up tables and chairs and arranging for any equipment that is necessary for its use prior to the event.
2. The **User** is responsible for returning tables, chairs and equipment to the storage area where they were located prior to setting up for the event.
3. The **User** is responsible for shutting off lights and locking exterior doors if the event concludes after regular ESU #13 office hours. If the key is lost, the **User** is responsible for any cost incurred in replacing all building locks.
4. The **User** shall make sure that no alcoholic beverages are consumed and that no tobacco products are used on ESU #13 premises.
5. Should damage to the ESU #13 facility or equipment occur as a result of the **User's** use of the facility, it shall be the responsibility of the **User** to make restitution to ESU #13 in the amount determined by the ESU #13 Administrator to cover the cost of repairing the damage.
6. The **User** is responsible for leaving the ESU #13 Facility as it was found—clean and picked up. An hourly fee will be charged for custodial services if the room(s) has not been cleaned by the **User**.
7. Except in the case of the negligence of ESU #13, the **User** agrees to indemnify and defend ESU #13 against any liability for damages to any person or property in or about the premises associated with the **User's** use of the facility. ESU #13 shall not be liable to the **User**, its agents, employees, representatives, customers, or invitees for any personal injury, death or damage to property caused by theft, burglary, water, gas, electricity, fire or for any other cause occurring on or about the property.
8. The **User** agrees to complete a short form specifying the number in attendance, number of certified teachers, administrators or other. (A short form will be provided.)

Contact Person's Signature _____ Date: _____

Return to: ESU #13, Attn.: **SOAR**, 4215 Avenue I, Scottsbluff, NE, 69361. soar@esu13.org or fax to 308-6350680

Educational Service Unit No. 13 Rental Guidelines

ROOM	Capacity	Non-Profit		Business/ Private Individual		Educational Agency
		Room Fee	DL fee	Room Fee	DL fee	
*ESU SCB Conference Room B	40	\$50/day	--	\$100/day	--	No Charge
*ESU SCB Conference Room C	40	\$50/day	\$25.00	\$100/day	\$50.00	No Charge
*ESU SCB Combined Rooms B+C	80	\$100/day	\$25.00	\$200/day	\$50.00	No charge
*ESU SCB Lobby	30	\$50/day	--	\$100/day	--	No Charge
*ESU SCB Technology Lab	25	\$75/day	Included in room fee	\$150/day	Included in room fee	No Charge
*ESU SCB Distance Learning	25	\$50/day	\$25.00	\$100/day	\$50.00	No Charge
* ESU/HATC Room E-188	40	\$50/day	\$25.00	\$100/day	\$50.00	No Charge
* ESU/HATC Room E-189	40	\$50/day	\$25.00	\$100/day	\$50.00	No Charge
*ESU HATC Combined E188+E-189	80	\$100/day	\$25.00	\$200/day	\$50.00	No Charge
*ESU Sidney Room 1	25	\$50/day	--	\$100/day	--	No Charge
*ESU Sidney DL classroom	20	\$50/day	\$25.00	\$100/day	\$50.00	No Charge
*ESU Sidney Combined Room 1 + DL Classroom	45	\$50/day	\$25.00	\$200/day	\$50.00	No Charge
*ESU Sidney Meeting Room 2 w/ Computer Lab and DL cart option	9-15	\$50/day	\$25.00 Added use of DL and /or Computer Lab fee	\$100/day	\$50.00 Added use of DL and/or Computer Lab fee	No Charge

*Handicapped accessible.

(Use of DL or computer lab requires a tech staff member for set-up.)