



Brookside Facility Use Agreement for Photography

Name _____ Event _____
 Address _____ Date(s) of event _____
 City/State/Zip _____ # of people _____
 Phone _____ Time of event _____

It is hereby agreed between the University of Saint Francis (University) and _____
 (Licensee) as follows:

1. The University has several multi-purpose campus buildings intended for educational, religious, or other events and agrees to allow the Licensee to use portions or all of Brookside for the event, date(s), and time(s) noted in this agreement.
2. Facility rental is \$250 per hour (for no more than four hours) and \$20 per hour for an Event Attendant, for a total of \$_____, payable to the University of Saint Francis and due with a signed copy of the agreement. Additional fees will be assessed if necessary to cover cleaning (should Licensee not do so upon completion of the event) and/or repair costs.
3. Licensee agrees to work directly with the Facilities & Events Coordinator or Director to schedule, plan, and facilitate the photography session at least two (2) weeks in advance to determine a mutually agreeable time.
4. The photography session is limited to pre-arranged hours and will be monitored by university personnel for the duration of time allocated.
5. **Licensee agrees to limit all photography taken to personal purposes only. Any commercial or public use of photography will require approval and a separate agreement with the University.**
6. The building and its contents must remain as is; no furniture is to be moved.
7. If children are to be photographed, their parents must accompany them at all times.
8. Licensee hereby releases and agrees to defend, indemnify and hold harmless the University for any and all damages sustained to the facility or grounds as a result of actions or negligence on the part of the Licensee, any attendee, participant, guest, and/or spectator at the event whether or not specifically invited by the Licensee; any injury to the Licensee, any attendee, participants, guests and/or spectators at the event whether or not specifically invited by the Licensee; or any loss of property by the Licensee, any attendee, participant, guest and/or spectator at the event whether invited or not specifically invited by the Licensee; and from and against all claims, actions, damages of life, personal injury and/or damage to property occasioned by any act or omission of Licensee, his/her/its agents, contractors, employees, invitees, or licensees on the University's property.
9. Licensee will remit signed agreement and full payment to the Facilities & Events Manager or Director (contact information below) at least two (2) weeks prior to the scheduled event.

Terms of the agreement accepted:

_____	_____	_____
Licensee	Phone	Date
_____	_____	_____
University of Saint Francis representative	Phone	Date

CONTACT

Debra Bragg
 Facilities and Events Manager
 Phone: 260-399-8006
dbragg@sf.edu | sf.edu

Nancy Money
 Director of Facilities and Events
 Phone: 260-399-7700, ext. 6107
nmoney@sf.edu | sf.edu