

**University of Maryland – College Park  
MAES Facilities Use Permit**

**Organization:**

Name:

Address:

City

State

Zipcode

Phone:

**Event:**

Facility:

Purpose:

Date:

**Fee/Payment:**

The rental fee is \$\_\_\_\_\_, of which \$\_\_\_\_\_ will be deposited at the time of the reservation and the balance of which will be due within \_\_\_\_\_ days of the event. In addition, the Organization will promptly pay all direct expenses for all damages incurred in the use of the assigned facility. The University's rental charges are subject to change without notice at any time prior to the date of this Permit.

**Restriction on Use:**

The Organization will not engage in any activities in which fires or toxic materials are involved. The Organization will not sell programs or other novelties in or about the premises of the assigned facility. The organization will not injure, mar, or in any way deface the facility and will not cause or permit anything to be done whereby the facility will be in any manner injured, marred or defaced or altered. The Organization will return the facility to the condition in which it was obtained prior to the event.

**Parking:**

The University will open existing parking facilities to such traffic as is occasioned by Organization's use of the facility, but parking spaces will not be reserved exclusively for the Organization.

**Violations:**

If, at any time, the uses of the facility by the Organization violate any applicable ordinance, regulation or law, the organization will cease all such uses or surrender the facility at the demand of the University.

**Insurance:**

The Organization will obtain, at its own expense, such insurance coverage as will be necessary to protect itself and the University from claims of bodily injury or property damage arising from the use of the facility.

**Requested by:**

**Date:**

**Approved by:**

**Date:**