



# REGION 13

EDUCATION SERVICE CENTER

## Facility Use Application

**Instructions:** Applicants are to fill in all blanks. Forms must be returned to the facility manager at least 30 days in advance of event.

**Contact Information:**

Name of Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Event Information:**

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Event Name: \_\_\_\_\_ Approximate # of People Attending: \_\_\_\_\_  
Brief Description: \_\_\_\_\_  
Security Required (additional fee):  Yes  No Audio/Visual Equipment Needed: \_\_\_\_\_  
Special Arrangements (e.g. table setup): \_\_\_\_\_

**Daily Usage Rates** (50% of total is due with Facility Use Application):

Meeting Rooms (includes audio/visual, coffee service, water and room set-up):

- 1-15 \$ 250
- 16-100 \$ 550
- 101-200 \$ 750
- 201-400 \$1100

Computer/Mobile Labs:

- 1-25 \$ 250 (w/o technician) – **Region 13 schools only**
- 1-25 \$ 750 (with technician)

Two-Way Video Conferencing:

Available upon request for additional fee

**For Office Use Only:**

Total Due: \_\_\_\_\_  
Room(s) Used: \_\_\_\_\_  
Date Invoiced: \_\_\_\_\_  
Date Paid in Full: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Guidelines for Room Utilization:**

- Organizations that use the facility will be required to show respect for the facility, equipment, furniture, plants, and restrooms. Organizations will assume responsibility for any damage that may occur to ESC Region 13 property in connection with the event.
- Building users must leave area furniture arranged in the way it was found before the event. All materials, brochures, leaflets, etc. must be removed from the premises upon completion of the meeting.
- There is no smoking or use of tobacco or alcohol products allowed on the premises of Region 13.
- If the event is cancelled within 45 days of reservation, original payment (50% of total) amount will be forfeited.

Lessee hereby indemnifies and holds Lessor and its agents and employees harmless from all claims and any costs, including attorney's fees related thereto, made by any person arising out of Lessee's use and operation of ESC Region 13's facilities. Lessee shall carry comprehensive public liability insurance with a policy limit of at least the minimum shown. A certificate of general liability insurance shall be issued to ESC Region 13 prior to the use of a facility in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate with ESC Region 13 listed as the additional insured and waiver of subrogation. Such insurance shall be carried with a financially sound carrier and shall name ESC Region 13 as an additional insured. ESC Region 13 shall be furnished with a certificate of insurance requiring at least ten (10) days prior written notice to ESC Region 13 of the cancellation of such insurance.

Applicant(s) hereby agree to all conditions mentioned in this agreement and attached regulations.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authorized Representative: ESC Region 13

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Date of Approval