

**Cole Art Center Usage Agreement
Stephen F. Austin State University
University Function**

Organization:	
<i>University</i>	
<i>Fine Arts</i>	
Contact Name:	
Renter Telephone/Email:	
Purpose of Rental	
Date of Event:	
Length of Event: <small>(including set up and clean up)</small>	
Expected Attendance	
Alcohol Served	
Bartender Required	
TULIP required	
Cocktail tables needed	
Needed banquet tables:	
Needed chairs:	
Fees:	
Base Rate for Rental	
Security Guard Rate:	
Bartender Rate:	
Cocktail Table Rental (\$6 each):	
Total Due for Rental:	
IDT # and Department:	
Date Paid	
Security/Cleaning Deposit:	
Date Deposit Paid	

Renter agrees to comply with all applicable laws, ordinances and rules of the Institution, the State of Texas and the United States, and to pay all taxes imposed by law in connection with its use and occupancy. This agreement shall be governed by the laws of the State of Texas, including the dispute resolution procedures of Tex. Gov't Code § 2260 if applicable, and venue shall lie in Nacogdoches, Texas.

Renter shall not injure, mar or in any way deface the premises and shall not cause or permit anything to be done whereby the premises shall be in any manner injures, marred or defaced and will not drive, or permit to be driven, nails, hooks, tacks, or screws into any part and will not make or allow to be made any alterations of any kind therein.

Renter agrees to hold Stephen F. Austin State University harmless from any claim, suit, or proceeding arising out of the subject matter of this Agreement, including to indemnify Stephen F. Austin State University for reasonable expenses incurred in defending such claims.

Renter: _____ Date: _____

Faculty Advisor: _____ Date: _____

Director of Galleries: _____ Date: _____

Dean, Fine Arts: _____ Date: _____