

CISCO COLLEGE
FACILITY USE AGREEMENT

This facility use agreement is made and entered into this _____ day of _____, 20__, by and between Cisco College (CC), and _____, (User). CC agrees to allow User access and use of facilities as set forth below, for the herein described event or activity. For and in consideration of the agreements hereinafter set forth, CC and User mutually agree as follows:

1. User agrees to abide by CC policies and procedures including the guidelines set forth in Appendix A and Appendix B (if attached) - *Cisco College Fine Arts Auditorium Policies and Procedures, Crawford Theatre Policies and Procedures*
2. User agrees to pay CC for facility usage the fee of \$ _____, if required. Fees are determined on a case-by-case basis and will be agreed upon by CC and User. In some cases, no fee will be required.
3. The following facilities and services of CC will be used (check one or more):
 - Auditorium
 - Crawford Theatre
 - Lights/Sound (Auditorium and Crawford Theater only)
 - Athletic Fields
 - Gym
 - SUB
 - Library
 - Cisco Campus Classrooms (Schaefer, Stamey, Memorial, Vo Tech I or II)
 - Abilene Campus Classroom
 - Maintenance
 - Campus Security
 - Abilene Media Creation Center
 - Other: _____
4. User requests to use the facility(ies)/service(s)/equipment for the following purpose(s), and agrees to replace or reimburse CC for damage to or loss of equipment requested for use during the event, if applicable: _____

5. User will indemnify and hold harmless Cisco

6. Commencement of the event shall begin on _____, 20____, and shall conclude on _____.

User Address(es)_____

User Telephone(s)_____

User Cell #(s)_____

User Emergency Contact(s)_____

If more than one User will be required to

The Cisco College Fine Arts Auditorium is committed to providing quality entertainment, presentations, and arts to its patrons in a formal theatre environment.

User accepts the building, its furnishings, fixtures and equipment in their present condition and state of repair and agrees that, upon the end of the usage term, the building will be vacated and surrendered in the same condition as in now. User is liable for the building and its furnishings, fixtures and equipment during the reserved time. All repairs and/or replacements required to return the building, its furnishings, fixtures and equipment to its present condition will be at the expense of the User. User must be present at all

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User staff, or representative, must be present during all hours of usage. This includes rehearsal, load-in, set-up, load-out, clean-up, and the hours of the actual event.

TECHNICAL ACCESS

Access to the production booth, kitchen, and tool shop and use of the equipment therein is limited to Crawford Theatre staff unless authorized by the Theatre Director.

STAFF

Unless designated otherwise by the Theatre Director, theatre staff will manage all aspects of events held at the theatre.