



EVENT SERVICES  
UtahStateUniversity

## Event Request Agreement

Please read the following closely as you will be required to verify that you indeed read, understand and accept the terms listed below. If you have questions of any kind, please feel free to contact us at 797-2883 or 797-1104.

**\* THIS FORM MUST BE COMPLETED AND SUBMITTED NO LATER THAN 4 WEEKS PRIOR TO THE EVENT!\***

**\*\*Events requested with less than four weeks' notice could be rejected or subject to a \$25 rush request charge.\*\***

**\*\*\*Events requested with two weeks or less notice could be rejected or subject to a \$50 rush request charge.\*\*\***

OFF CAMPUS GROUPS (EVEN WITH A SPONSOR) NEED TO PROVIDE THEIR REQUEST FORM FOUR (4) WEEKS BEFORE THEIR EVENT AND ALSO PROVIDE A 1 MILLION/2 MILLION EVENT INSURANCE POLICY AT THE TIME OF CONTRACTING. ON CAMPUS GROUPS MUST SUBMIT APPROPRIATE FORM WITH APPLICABLE BILLING INDEX NUMBER AT LEAST THREE (3) WEEKS BEFORE YOUR EVENT.

**THE COST OF THE EQUIPMENT AND SERVICES REQUIRED TO HOST YOUR EVENT WILL BE THE RESPONSIBILITY OF THE DEPARTMENT OR ENTITY REQUESTING THE EVENT. EXCEPTIONS COULD BE MADE IF THE MAJORITY OF STUDENTS ATTENDING THE EVENT ARE REQUIRED TO ATTEND THE EVENT IN ORDER TO PASS A COURSE OR ACHIEVE THEIR RESPECTIVE DEGREE. IN SUCH CASES, THE REQUESTING DEPARTMENT OR ENTITY WILL NEED TO PROVIDE THE SPECIFIC COURSE AND SECTION(S) AND OR OTHER JUSTIFICATION.**

**\*THIS IS ONLY A REQUEST AND NOT A CONFIRMATION.\* YOUR REQUEST WILL BE CONFIRMED VIA CONTACT BY EMAIL OR PHONE FROM AN EVENT SERVICES REPRESENTATIVE. EVENTS WITH SPECIFIC SET-UP NEEDS MUST FAX (435- 797-4000) OR EMAIL A PROPERLY LABELED DIAGRAM. • TO REQUEST A RENTAL OF THE HPER, FIELD HOUSE OR QUAD, YOU MUST CONTACT CAMPUS RECREATION AT 797-0549 AND RESERVE THE SPACE BEFORE PROCEEDING WITH THIS FORM.**

All groups wishing to use the University for their Event must provide insurance. If the event is hosted by an on campus group or sponsored by an on campus group you must provide an index number to show affiliation with USU. This number will be the account charged during the billing process for your event. If group is unaffiliated with the University you must provide event liability insurance to the amount of one million dollars and USU must be named on the insurance certificate. Insurance must be in place prior to your event or it will be cancelled.

By submitting this request, I understand that it is only a request until I receive confirmation from USU Event Services. I agree to rent the facility and/or equipment listed on this sheet **AS IS**. I understand that while the equipment/building is in my possession that I myself, and any other parties affiliated with the



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listed event **ARE SOLELY RESPONSIBLE FOR THE RENTED EQUIPMENT AND FACILITY.** I understand that any equipment lost, broken, stolen or otherwise damaged in any way or manner while rented to me is my responsibility. As such, I agree to pay full replacement costs for damages rendered while the equipment is under my care. I understand that my responsibility for the rental begins when equipment is delivered and does not end until equipment is picked up, inspected and inventoried. Utah State University, as owners of the premises and rental equipment requested hereby authorize use of its grounds and property in accordance with USU appropriate use policy. I and all parties related to the rental further agree to exercise the upmost care in use of the properties, facilities and equipment. Additionally, I and all parties associated with this event undertake responsibility for any and all damages which occur to the grounds and buildings requested. Further, I agree to assume any and all costs associated with said damages as well as labor costs required to address and repair these issues. This form may serve as a binding agreement if the nature of your event or activity does not mandate or require our full contract and terms. Contract terms can be found on the homepage of this website, or requested by email at [justin.williams@usu.edu](mailto:justin.williams@usu.edu). If you are holding your event outdoors, please read the Policies for Outdoor Events Form to familiarize yourself with campus policies. If you are renting electrical equipment for USU Facilities Electrical Shop, you are required to read and agree to the Electrical Equipment Polices. Each of these documents can be found on our website under the event services links and MISC. tab.

\* Ticketed events are subject to a 10% gross tickets sold charge with a cap at \$2,500.\*

ALL CANCELLATIONS OR CHANGES MUST BE SUBMITTED 24 HOURS PRIOR TO THE EVENT VIA EMAIL TO [justin.williams@usu.edu](mailto:justin.williams@usu.edu). ONCE REQUESTED MATERIALS HAVE BEEN DELIVERED, OR REQUESTED SERVICES HAVE BEEN PERFORMED BY USU STAFF YOU WILL BE CHARGED FOR THOSE SERVICES RENDERED. BAD WEATHER, LACK OF SALES OR OTHER EXTENUATING CIRCUMSTANCES WILL NOT RELEASE YOU FROM YOUR COMMITMENT TO COMPENSATE UTAH STATE UNIVERSITY FOR SERVICES PROVIDED AS THEY PERTAIN TO YOUR EVENT. ADDITIONAL TIME REQUIRED TO FACILITATE AN EVENT REQUEST BECAUSE OF WEATHER, CONSTRUCTION, ACTS OF GOD OR OTHER UNFORESEEN CIRCUMSTANCES DO NOT RELEASE THE REQUESTING PARTY FROM COMPENSATING FOR REQUIRED ADDITIONAL COSTS.