



Name:	Event:
Address:	Date of event:
City/State/ZIP:	# of people:
Phone:	Time of event:

Brookside Facility Use Agreement for Photography

It is hereby agreed between the University of Saint Francis (University) and _____ (Licensee) as follows:

1. The University has several multi-purpose campus buildings intended for educational, religious or other events, and agrees to allow the Licensee to use portions or all of Brookside for the event, date(s) and time(s) noted in this agreement.
2. Facility rental of \$250 and \$20 per hour for an Event Attendant, for a total of \$ _____, payable to the University of Saint Francis and due with a signed copy of this agreement. Additional fees will be assessed, if necessary, to cover cleaning (should Licensee not do so upon completion of the event) and/or repair costs.
3. Licensee agrees to work directly with the Facilities & Events Director to schedule, plan and facilitate the photography session at least two (2) weeks in advance to determine a mutually agreeable time.
4. The photography session is limited to pre-arranged hours and will be monitored by university personnel for the duration of time allocated.
5. **Licensee agrees to limit all photography taken to personal use only. Any commercial or public use of photography requires advance approval with the University's Marketing Department.**
6. The building and its contents must remain "as is"; no furniture is to be moved.
7. If children are to be photographed, parents must always accompany them.
8. Licensee hereby releases and agrees to defend, indemnify and hold harmless the University for any and all damages sustained to the facility or grounds as a result of actions or negligence on the part of the Licensee, any attendee, participant, guest and/or spectator at the event whether or not specifically invited by the Licensee; any injury to the Licensee, any attendee, participants, guests and/or spectators at the event whether or not specifically invited by the Licensee; or any loss of property by the Licensee, any attendee, participant, guest and/or spectator at the event whether invited or not specifically invited by the Licensee; and from and against all claims, actions, damages of life, personal injury and/or damage to property occasioned by any act or omission of Licensee, his/her/its agents, contractors, employees, invitees or licensees on the University's property.
9. Licensee will remit signed agreement to the Facilities & Events Director (Nancy Money; nmoney@sf.edu, 260-399-7700, ext. 6107) within 48 hours of receipt of email.

Terms of the agreement accepted:

_____	_____	_____
Licensee	Phone	Date
_____	_____	_____
University of Saint Francis representative	Phone	Date

