**EXHIBIT A**

**TO**

**FACILITY USE AGREEMENT**

University and Licensee further agree as follows:

**1. Fee.** Licensee shall pay a Fee for use of the Facility according to the attached Confirmation in the amount of $     . Licensee will pay the deposit upon the signing of this Agreement in the amount of $      which shall be applied to the Fee. All major credit cards are accepted. Licensee shall pay an additional charge of sixty-five and NO/100 dollars ($65.00) per hour for access to the Facility before 7:30 a.m. and after 4:30 p.m. during winter hours, and after 6:00 p.m. during spring/summer/fall hours.

**2. Food Service.** Catering menus can be found on our website at [www.arboretum.umn.edu](http://www.arboretum.umn.edu). Please contact University Dining Services at 612-301-7602 to guarantee food service choices and quantities one week prior to your Event. All food must be prepared by University. In compliance with health laws, no leftover food may leave the Facility at any time.

**3. Cancellation Policy.** If the reservation is cancelled after the deposit is received, the Licensee shall forfeit fifty percent (50%) of the deposit. If the Licensee cancels the reservation within ten (10) calendar days of the reservation, Licensee shall forfeit the deposit rental fee in its entirety.

**4. Equipment.** Licensee shall notify University of any A/V needs at least ten (10) days before the Event. The following equipment is available at no additional charge: Ceiling-mounted projectors and screens. Use of the following equipment will incur additional charges: Portable LCD projectors, TVNCR/DVD, flipchart paper and stands, wireless hand held microphone, clip-on microphone, laser pointer, presentation remote, polycom speakerphone, portable whiteboard and portable stage. If you are planning to access the internet, the Arboretum’s wireless is our preferred connection method.

**5. Parking and Gate Fee.** Gate fee and parking is included in the Fee. Parking is permitted in designated areas only.

**6. Decorating.** Please do not attach anything to the walls, with the exception of painter’s tape. Only table and standing floor decorations are permitted. Candles must be in a glass sleeve; balloons are not allowed.

 6.1 Assistance is available from telephones in all rooms by dialing ‘0’ (zero).

 6.2 Questions: Please call Carissa Burns at 612-301-7596, e-mail pfarr016@umn.edu, or Kristy Mock at 612-301-7597, e-mail klmock@umn.edu.