**License No.**

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# FACILITY USE AGREEMENT

# COFFMAN MEMORIAL UNION

**THIS FACILITY USE AGREEMENT** (the “**Agreement**”) is entered into effective as of       by and between the Regents of the University of Minnesota (the “**University**”), a Minnesota constitutional corporation, and       (the “**Licensee**”), a      . This Agreement is entered into by University through its Student Unions and Activities.

**1.** **Grant of License.** University grants to Licensee a license to use Room(s)       in Coffman Memorial Union (the “**Facility**”) solely for the following purpose(s):

      (the “**Event**”).

The estimated number of people expected to attend the Event is       (     ). Licensee acknowledges and agrees that University, its agents, employees, invitees, licensees and students may use any other portion of the Facility for any purpose whatsoever and at any time during the term of this Agreement, provided that such use shall not unreasonably disturb Licensee’s use of the Facility as provided in this Agreement.

Licensee shall use the Facility in accordance with the terms and conditions of this Agreement, all University policies and rules, including the Safety of Minors policy, if applicable, and all federal, state and local laws, ordinances, rules and regulations. In addition, Licensee agrees to use the Facility in accordance with all guidance published by the Centers for Disease Control and Prevention (**CDC**), the Minnesota Department of Health (**MDH**), and University related to the safe use of the Facility for the Event. The foregoing specifically includes, but is not limited to, all CDC, MDH and University guidance related to COVID-19.

**2.** **Term.** Licensee is permitted to use the Facility only during the dates and times stated on the attached Exhibit A. Licensee’s use of the Facility pursuant to this Agreement will not exceed 50 separate calendar days.

**3.** **Fee.** In addition to any other payment Licensee is required to make pursuant to this Agreement, Licensee shall pay University a fee as described on the attached **Exhibit A** (the “**Fee**”) before Licensee can use the Facility. The Fee is non-refundable, unless otherwise provided in this Agreement.

**4. Utilities and Services.** University shall provide maintenance and services to the Facility in accordance with its routine schedule and standards for Coffman Memorial Union. Licensee shall reimburse University for all additional maintenance and services provided at Licensee’s request.

**5.** **Concessions/Novelties; Food; Beverage.**

5.1 Licensee shall not sell any concessions or novelties in the Facility or on any University property without an executed Sales Permit issued by University, which Permit University may grant or withhold in its sole discretion.

5.2 Food may be served in the Facility only with the permission of University, and, if required by University, a permit from University’s Department of Environmental Health and Safety.

5.3 Licensee shall not sell, distribute, dispense, advertise or promote any non-alcoholic beverage (or permit any other to do the same) without University’s written consent, which consent University may condition, grant or withhold in its sole discretion.

5.4 Licensee and/or its caterer may not serve or sell alcoholic beverages at the Facility, unless Licensee receives authorization from University containing such terms and conditions as University, in its sole discretion, deems advisable. Such authorization may be granted or withheld at University’s sole discretion.

**6.** **Alterations; Signs; Liens.** Licensee may post signs or place decorations on or within the Facility in accordance with Coffman Memorial Union’s decorating policy and with the prior approval of University. Licensee shall not permit to accrue, and shall indemnify University against and hold University harmless from, any liens for labor or materials provided to Licensee, or claimed to have been so provided.

**7.** **Personal Property.** Licensee, not University, is responsible for loss of or damage to any personal property of Licensee, its guests, agents, employees or invitees, located within the Facility or on University property, before, during or after the term of the License.

**8.** **Indemnification.** To the extent permitted by law, Licensee releases and agrees to defend (with counsel reasonably acceptable to University), indemnify, and hold harmless University from and against all claims, actions, damages, judgments, fines, liabilities, and expenses (including attorney’s and other professional fees) arising from or in connection with Licensee’s use of the Facility and other University property; the acts or omissions of Licensee’s employees, agents, vendors, contractors, or invitees; or Licensee’s failure to perform or comply with any of the covenants, agreements, terms, provisions, conditions, or limitations contained in this Agreement.

**9. Insurance.** At least thirty (30) days prior to the Event, Licensee shall provide University with a certificate of insurance or other acceptable evidence of insurance coverage as indicated below. If this Agreement is signed by licensee fewer than thirty (30) days prior to the Event, Licensee shall submit such evidence of insurance upon the signing of this Agreement.

9.1. Check either (A) (B) or (C) below as applicable:

(A) Licensee’s policy of Commercial General Liability Insurance with a minimum limit of $1,000,000 per occurrence; or qualified self-insurance subject to approval by University.

(B) Proof that Licensee has purchased event liability insurance with a minimum limit of $1,000,000 per occurrence. Licensee may purchase such insurance from the insurer of its choice, or at the following website address: [https://tulip.ajgrms.com](https://tulip.ajgrms.com/).

(C) State and other governmental agencies that are self–insured shall provide a letter stating that fact and the coverage limits for such insurance on departmental letterhead.

9.2 Workers’ Compensation/Employers Liability, if applicable, to the extent required by law.

9.3 All insurance provided under paragraph 9.1(A) and 9.1(B) shall be written by insurance companies with an A.M. Best rating of A-VII or better and licensed and authorized to do business in the State of Minnesota and shall name the Regents of the University of Minnesota as an additional insured. Licensee shall provide written notice to University if any of the required insurance coverage is canceled, modified or non-renewed before the end of the term of this Agreement. Licensee shall maintain the insurance(s) described in this paragraph for the entire term of this Agreement.

**10.** **Assignment.** Licensee shall not assign its rights under this Agreement without University’s prior written consent, which consent University may grant or withhold in its sole discretion.

**11.** **Obligations at End of Agreement.** Licensee shall, upon the expiration or earlier termination of this Agreement, cease use of the Facility and leave it in the same good condition as on the initial date of possession by Licensee, normal wear and tear excepted. Property not removed by Licensee will be considered abandoned, and University may dispose of it as it deems expedient without liability to Licensee or others. Licensee shall reimburse University for any and all costs University incurs to repair any damage to the Facility or other University property or equipment arising out of or connected with the Event, unless such damage is caused solely by University, its officers, employees, agents or representatives.

**12. Notices.** All notices, requests and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally, or by facsimile or electronic mail (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested, to the other party at its address set forth below or to such other address as such party may designate by notice given pursuant to this section:

If to University: University of Minnesota

Attn.: Events Coordinator

309 Coffman Memorial Union

300 Washington Avenue SE

Minneapolis, MN 55455

Facsimile: 612-624-8643

Email:

With a copy of University of Minnesota

default notices to: Office of the General Counsel

Attn.: Transactional Law Services Group

360 McNamara Alumni Center

200 Oak Street SE

Minneapolis, MN 55455-2006

Facsimile No.: (612) 626-9624

E-mail: contracts@mail.ogc.umn.edu

If to Licensee:

Attn:

Facsimile No.:

E-mail:

**13. License Only; Remedies.** Licensee acknowledges that this Agreement represents a grant of a revocable license only, and not an easement or lease. Licensee shall pay to University all of University’s damages, costs and fees, including attorneys’ fees, caused by Licensee’s failure to comply with the terms and conditions of this Agreement. In addition, if Licensee fails to comply with the terms and conditions of this Agreement, University shall be entitled to exercise all other legal and equitable remedies available to University.

**14. Limitation of University Liability**. IN NO EVENT SHALL UNIVERSITY BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, LOST PROFITS OR LIKE EXPECTANCY DAMAGES ARISING OUT OF THE AGREEMENT. University’s total liability FOR BREACH OF this Agreement is the fee payable by LICENSEE as set forth in PARAGRAPH 3 or in an exhibit to this agreement.

**15.** **Cancellation Due to Uncontrollable Event.** The Event may be canceled by either party if an Uncontrollable Event makes it impracticable or inadvisable to conduct the Event. An “**Uncontrollable Event**” means an event or circumstance that is beyond the reasonable control and without the fault of the party impacted. An Uncontrollable Event may include, but is not limited to, an act of God; civil disorder; terrorist acts or threats; acts of governing authorities; fires, floods, and other natural disasters; strikes or other labor difficulties; public health issues or disease; facility closings or operation disruptions due to severe weather, a failure or disruption of utilities or critical equipment, an active shooter, or other emergencies; or other events, whether similar or dissimilar to the foregoing. For clarity, an Uncontrollable Event will include the COVID-19 pandemic and related circumstances, whether or not foreseeable (including, without limitation, ongoing or new quarantine orders; employee travel or other restrictions; University campus closure or policy changes; or federal, state, or local governmental orders or advisories). If the Event is cancelled due to an Uncontrollable Event, neither party shall have any liability to the other, provided that any deposits or amounts paid by one party to the other shall be promptly refunded and Licensee shall reimburse University for all reasonable expenses incurred to the time of cancellation (including any expenses for which University then is and will remain unavoidably committed).

**16. Use of University Name or Logo.** Licensee agrees not to use the name, logo, or any other marks (including, but not limited to, colors and music) owned by or associated with University or the name of any representative of University without the written permission of University in each instance except for the limited purpose of identifying the location of the Event in advertising or other notices for the Event.

16.1 Licensee shall not use or alter University Marks in connection with the Event. Licensee agrees that the following disclaimer shall be prominently placed in all material related to promotion, publicity or advertising of the Event, whether print media, photo, video or web-based, in a font not smaller than the main text of the specific piece:

“The University of Minnesota is not endorsing or sponsoring the activities conducted by       on the University of Minnesota campus. The relationship between the University of Minnesota and       is solely that of licensor and licensee.”

16.2 Licensee’s failure to comply with this section shall give University the right to immediately terminate this Agreement and Licensee’s access to the Facilities.

**17. Copyright Representation and Release**. Licensee represents that copies of presentation materials Licensee provides to University, or directs University to copy and distribute to Attendees, and materials that Licensee will present by multimedia at the Event, will only be made from legal copies and that Licensee has the right to make this use of the presentation materials either because Licensee a) owns the copyright, b) has written permission of the copyright owner(s) for this use, c) reasonably believes each use to be fair use pursuant to 17 United State Code § 107, *Limitations on exclusive rights: Fair use* or d) reasonably believes the material to be in the public domain. Licensee further represents that copyright notices have not been altered and that required attributions are shown. Licensee releases and will hold harmless University, its Regents, officers, employees and agents for copyright infringement arising from Licensee’s presentation materials.

**18. Amendments.** This Agreement shall be amended only in a writing duly executed by all the parties to this Agreement.

**19. Non-Waiver; Survival.** No waiver by any party of a default or non-performance by the other party shall be deemed a waiver of any subsequent default or non-performance. Licensee’s obligations under Sections 6, 8, 11, 15, and 17 and University’s limitation of liability under Section 14 shall survive the expiration or earlier termination of this Agreement.

**20. Governing Law; Forum.** The laws of the state of Minnesota shall govern the validity, construction and enforceability of this Agreement. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this Agreement shall be brought in the state courts of Minnesota.

**21. Entire Agreement.** This Agreement (including all exhibits, if any) is intended by the parties as the final and binding expression of their agreement and as the complete and exclusive statement of its terms. This Agreement supersedes all prior negotiations, representations and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement.

**22. Counterparts; Electronic Signatures.** This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement.  The executed counterparts of this Agreement may be delivered by electronic means, such as email and/or facsimile, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

**23. Exhibits.** The terms and conditions of Exhibits attached to this Agreement are made a part of this Agreement as if fully set forth in this Agreement. To the extent that any of the terms and conditions of paragraphs 1 – 23 of this Agreement conflict with any of the terms and conditions of the attached Exhibit(s), the terms and conditions of the Exhibit(s) shall control. All capitalized terms in any Exhibit(s) that are not specifically defined in such Exhibit(s) shall have the meanings given them in this Agreement.

**IN WITNESS WHEREOF**, University and Licensee have executed this Agreement as of the date set forth above.

**Regents of the University of Minnesota**

By: By:

Name:       Name:

Title:       Title:

Date: Date:

**EXHIBIT A**

## TO

**FACILITY USE AGREEMENT**

## COFFMAN MEMORIAL UNION

# Confirmation of Reservation

This Confirmation includes an estimate of the Fee based on the information provided by Licensee. In the event Licensee requests a change in the details of the Event following the signing of this Agreement, University shall make a reasonable effort to grant such request and Licensee agrees to pay any additional Fee resulting from the change. All changes to this Exhibit A shall be in writing and signed by University and Licensee.

**A. Booking.**

|  |  |  |  |
| --- | --- | --- | --- |
| Details [including date and time] | Quantity | Price | Amount |
|  |  | $ | $ |
|  |  | Total Fee: | $ |

A non-refundable deposit of 50% of the Total Fee is due at the time of booking. The balance of the Total Fee is due 30 days prior to the date of Event.

**B. Room Set-up.** Room set-up requests must be submitted to University at least two (2) weeks prior to the Event. Requests submitted after the deadline may incur an additional Fee. In addition, University may not be able to accommodate requests submitted after this deadline.

**C. Audio/Visual.** Requests for audio and visual technicians and equipment must be received by University at least ten (10) business days prior to the event.

**D. Alcohol.** If Licensee wishes to serve alcoholic beverages at the Event, Licensee shall submit to University a completed Application to Serve Alcoholic Beverages at an On-Campus Event (an exception to the Regents’ Policy on Alcohol). University may grant or withhold its consent to the serving of alcoholic beverages at the Event in its sole discretion. The sale of alcoholic beverages in the Facility is strictly prohibited.

**E. Cancellation Fee.** A notice of cancellation must be in writing and addressed to University at the address stated in the Agreement. An event will be deemed canceled on the date of receipt of such notice by University. Licensee agrees that in the event of such cancellation, the actual damages incurred would be difficult to determine. Therefore, except for a cancellation due to an Uncontrollable Event, which shall be governed by Section 15 of the Agreement, Licensee agrees to pay to University as liquidated damages a percentage of the Total Fee stated in section A above based on the date on which University receives notice according to the following schedule:

Notice of Cancellation Received Cancellation Fee

Between 91 and 180 calendar days before the Event 25% of Fee

Between 31 and 90 calendar days before the Event 50% of Fee

Between 30 and 6 calendar days before the Event 75% of Fee

Between 0 and 5 calendar days before the Event 100% of Fee

If University receives a notice of cancellation within five (5) calendar days of the Event (excepting any notice of cancellation due to an Uncontrollable Event, which shall be governed by Section 15 of the Agreement), or if Licensee fails to notify University of its intent to cancel, Licensee shall pay as a cancellation fee one hundred percent (100%) of the Total Fee stated in section A above, and all charges for contracted audio and visual equipment and technical support.