



Use of UNT System Space by Outside Groups

The UNT System has meeting and event space(s) available for community groups. The rooms that are available range from an eight-seat conference room to a 72 seat classroom and an expansive lobby area. The rooms are equipped with classroom technology that allows for PowerPoint and similar presentations. Outside food may be served. While nominally free, we reserve the right to charge a fee to recover costs for hosting the meeting, such as extra custodial services, security or furniture moving or rental. *Arrangements should be made at least three business days before the event.* Please contact Cynthia Hall at 214-752-8574 or cynthia.hall@untsystem.edu for additional details or to make a reservation.

Disclaimer: The use of space in the UNT System Building by community groups is not an endorsement nor approval of those groups or of their activities by the UNT System, UNT Dallas, or the UNT Dallas College of Law.

Rules:

1. Space not in use for classes or law school groups may be booked by outside groups.
2. Bookings should be arranged no later than three business days before the event.
3. Non-profits will not be charged for use of law school space, but they may be asked to reimburse the school or UNT System for any costs incurred, such as additional custodial services, security or furniture moving or rental.
4. For-profits will be charged a rent plus any additional cost that may occur. The rent will be determined based on amount of space, usage of the space, and length of usage.
5. When possible, the in-room technology will be made available to the outside group. There is no guest access to the WiFi network.
6. Outside food is allowed. Sterno may only be used under the supervision of professional, licensed caterers.
7. For any alcoholic beverages to be served, the group must provide copies of their alcohol license and liability insurance coverage or their caterer's alcohol license and liability insurance coverage.
8. Once an outside group confirms their booking, Cynthia Hall needs to be informed. She will coordinate support with John Wickersham for security, physical arrangement, and custodial services and with ITSS for technology services.
9. Approval by Dean Furgeson or his designate is required before any bookings can be confirmed in College of Law space.



Available Space

1st Floor Lobby area – can be configured for large or small receptions or meetings, has audio-visual technology

Room 104 – conference room with 10 seats and ability to project presentations

Room 415 – conference room with 14 seats and ability to project presentations

Room 419 – classroom/conference room with 34 seats and ability to project and record presentations, can be combined with 420 to accommodate 70

Room 420 – classroom/conference room with 36 seats and ability to project and record presentations, can be combined with 419 to accommodate 70

Room 421 – classroom with 60 seats and ability to project and record presentations

Room 435 – classroom with 16 seats and ability to project presentations

Various classrooms on the 3rd floor level, when not in use, also have the ability to project presentations and accommodate approximately 24-28.

College of Law space:

Room 511 – conference room with 16 seats and ability to project presentations

Room 520 – moot court with 50 seats and courtroom technology. No food allowed in room, but reception space available immediately outside the room.

Room 560 – classroom with 72 seats and standard classroom technology, including lecture capture. Has pre-event space in hallway and is located near break room for food preparation.

Room 611 – classroom with 24 seats, lecture podium and connection for laptop to projector

Room 623 – conference room with 8 seats and ability to display presentations

Room 640 – conference room with 10 seats and ability to display presentations

Room 641 – classroom with 28 seats and standard classroom technology, including lecture capture

**UNIVERSITY OF NORTH TEXAS SYSTEM
FACILITY USE AGREEMENT**

This Facility Use Agreement is made and entered into this _____ day of _____ 201____, by and between the University of North Texas System (“System”) and (“User”) for the use of certain facility space at 1901 Main Street, Dallas, TX 75201.

User Contact: _____ Name of Event(s): _____

User Name: _____ Event(s) Date(s): _____

Address: _____ Event(s) Start Time: _____

Event(s) End Time: _____

System Facilities/
Rooms Rented: _____ Room _____

Telephone: _____ Rental Fee: \$ _____
per room/ per day

Fax: _____ Security Deposit: _____

Total: _____

E-Mail: _____

Maximum Attendees: _____

Purpose of Event(s): _____

User’s payment of the Rental Fee and the Security Deposit, if any, and the signature of User’s Authorized Representative hereon shall constitute an agreement by User to be bound by the following terms and conditions:

Cancellation fees are as listed:

Notice of 48 hours or more – no charge

Notice of 24 hours up to 48 hours – 1/3 of rental fee will be charged

Notice of less than 24 hours – the entire rental fee will be charged

1. RENTAL OF SPACE AT THE UNIVERSITY OF NORTH TEXAS SYSTEM BUILDING

a. Usage of Rented Facility

In accordance with the terms and conditions specified herein, and in consideration for payment of the Rental Fee and Security Deposit, System agrees to allow User use of the facilities specified above ("Rented Facility"). Only the Rented Facility specified in this Agreement may be used. The Rented Facility may only be used for the stated purpose, and for the designated Event(s) times. Usage of the Rented Facility may not be assigned.

b. Rental Fees and Security Deposits

The Rental Fee and Security Deposit are due when the Facility Use Agreement is signed and submitted in the form of a check or money order made payable to the University of North Texas System.

All rental fees are non-refundable. Security deposits are refundable within thirty (30) days following the Event(s) if all conditions of this Facility Use Agreement have been met and there are no damages to the Rented Facility or the System premises.

c. Access to Facilities Rented

The User shall have ingress and egress through the halls and corridors of System to the Rented Facility, but shall have no other rights in any other part of premises unless specifically agreed to in writing signed by System and the User.

System and their representatives shall have the right at any time to enter any portion of the System premises for any purpose. The entire building shall at all times be under the charge and control of System. However, this shall not authorize System to direct the activities of the User in order to assume any liability for the same. The User is liable for all acts undertaken pursuant to User's directives or by the User's employees, vendors and guests.

d. Emergency Cancellation Policy

If for any reason beyond System's reasonable control, including but not limited to strikes, labor disputes, acts, regulations or orders of governmental authorities, civil disorder, disasters, acts of war, acts of God, fires, flood or other emergency conditions, it is impossible for System to perform its obligations under this Agreement, such non-performance is excused and System may terminate this Facility Use Agreement without further liability of any nature, upon return of the User's Rental Fee and Security Deposit. In the event of such an emergency cancellation, System shall not be liable for consequential damages of any nature for any reason whatsoever.

e. Termination

If this Agreement covers multiple events to be held at System, it is understood and agreed that User is required to resolve any and all outstanding issues regarding one Event prior to being allowed to use space at System for another Event. This includes but is not limited to issues regarding payments and resolution of any damage to the Rented Facility. System reserves the right to cancel any and all Event(s) provided for herein unless and until all

outstanding issues regarding all prior Event(s) have been resolved to its satisfaction. Further, System reserves the right to terminate this Agreement with written notice to User due to any breach of this Agreement by User that is not resolved within ten days after written notice of the breach is provided by System.

2. CONDUCT DURING EVENT(S)

System has implemented rules and restrictions for Event(s) held at System. User accepts and agrees to abide by the following rules and restrictions at all times:

a. Prohibited Conduct

User and User's employees, vendors and guests are expressly prohibited from unplugging equipment, moving furniture or equipment, opening collapsible walls, or in any way reconfiguring room space in the Rented Facility. User and User's employees, vendors and guests are also prohibited from nailing, tying, taping, or otherwise affixing any materials to the ceilings, walls, floors, or furnishings of the Rented Facility.

It is expressly understood and agreed that any and all such prohibited conduct may result in damage to the Rented Facility and that User shall be liable for and shall indemnify System for costs related to the repair of such damage in accordance with Section 3 below.

In addition to payment of indemnification, if any, should User or User's employees, vendors or guests engage in any of the prohibited conduct set forth in this provision, then the User agrees that it shall owe System a Room Re-set-up Fee in the amount of \$75.00. If invoiced by System, User agrees to pay the Room Re-set-up Fee within thirty days following the Event(s).

b. Disturbing Conduct

User shall not permit any conduct on the System premises by User, User's employees, vendors and guests that will disturb the use or occupancy of other guests or users. System reserves the right to determine what conduct is disturbing the use or occupancy of other guests or users.

c. Prohibited or Unlawful Activities

User shall not permit any activities by User, User's employees, vendors and guests which are unlawful or which violate any federal, state or local law or regulation or which violate any rule or regulation of System.

3. LIABILITY

The User agrees to pay for any damages done to the Rented Facility and/or the System premises, grounds or furnishings, by the User, User's employees, guests, or vendors during or pertaining to the Event(s). If repairs exceed the security deposit, the User shall be financially responsible for the cost of the repairs not covered by the deposit and shall make payment to System within thirty days of notification of the amount owed for the cost of repairs.

System assumes no responsibility for losses, damages and claims arising out of injury, damage or loss of its, any User's, or any vendor of an User's equipment or property brought onto or sent to the System premises. **The User shall indemnify System, and System's agents, students and employees from any and all such losses, damages and claims.**

The User further agrees to indemnify and hold harmless System, and System's agents, students, and employees against all claims, suits, liabilities, costs, damages and expenses (including reasonable attorney's fees) arising out of or in connection with: (i) User's use or occupancy of the Rented Facility; or (ii) any action taken by User, User's vendors, employees, or guests while in or about the Rented Facility or the System premises; or (iii) any loss, injury, death or damage to persons or the Rented Facility or the System premises caused by reason of any act, omission or negligence on the part of User, or User's vendors, employees, or guests; or (iv) any breach or default in the performance of any obligation on User's part to be performed under the terms of this Agreement.

The User shall be responsible for and agrees to pay for all costs of collection, including but not limited to attorney's fees, which may be incurred by System in an effort to collect the cost of repairs or any other amount owed by User.

4. MISCELLANEOUS

a. Alternative Dispute Resolution

Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving goods, services and certain types of projects. If Chapter 2260 applies to this Agreement, then the statutory dispute resolution process must be used to resolve disputes arising hereunder.

b. No Waiver

No waiver by System of a default or breach of any covenant, condition, or stipulation herein contained shall be treated as a waiver of any subsequent default or breach of the same or any other covenant, condition, or stipulation.

c. Entirety Clause

This agreement represents the entire agreement between the User and System and will be binding on all parties. This agreement may not be amended, except in a subsequent written document, signed by both parties.

APPROVED ON BEHALF OF

UNIVERSITY OF NORTH TEXAS SYSTEM

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____