

Indiana University Facilities Use Agreement Government, Educational, Civic & Non-Profit Organizations

The Trustees of Indiana University extend the use of University-owned facilities to GOVERNMENT, CIVIC and NON-PROFIT organizations without the requirement to provide proof of insurance subject to the following requirements:

- The purpose of the facility use is limited solely to organization business meetings. Any further or different use of the University-owned facilities may require proof of insurance.
- The group must be either:
 - A civic organization (a community movement designed to accomplish community ends);
 - A non-profit organization (a corporation or an association that conducts business for the benefit of the general public without shareholders and without a profit motive); or
 - A unit of local, state or federal government.
 - A local group or organization conducting educational classes.¹
- No alcoholic beverages are allowed.
- Food service is limited by campus policy. Contact the University representative for more information. The sale or exhibition of any good or service is prohibited, other than an exhibition related to and for the benefit of those attending the meeting.
- Assignment of meeting space is contingent upon availability and is at the sole discretion of the University.
- Users must complete the GCNPO Use Agreement on the reverse of this document.

¹ Contact INLOCC (stephenl@iu.edu or kudavis@iu.edu) for clearance of educational purposes.

GCNPO Use Agreement ("Agreement")

Name of organization: _____

Address of organization: _____

Contact person: _____

Contact telephone: _____ Email: _____

Alternate contact person: _____

Contact telephone: _____ Email: _____

The undersigned certifies that this organization is one of the following (as defined on the reverse side), and that the undersigned can bind the organization to this Agreement.

Governmental unit Educational organization Civic organization Non-profit organization

The named organization hereby agrees to comply with the terms of use specified on the reverse of this document and all conditions specified below. **The named organization agrees to indemnify, release and fully discharge IU, including its administration, faculty, staff, and all other officers, directors, agents, and employees, from any and all claims or causes of action, including all liability or damage to personal property or personal injury which may result from the use of the University's facilities, and for any injury or loss suffered while using the University's facilities, whether caused by negligence or otherwise, to the fullest extent permitted by law.** The named organization agrees to immediately contact the University representative named below in the event of damage to the facilities, a security issue or injury to any member or guest of the named organization while using the University facilities.

Purpose of group and meeting: _____

Signed - Organization Representative

Date

Printed Name - Organization Representative

Email or Telephone

University Representative

Email

Assigned facility: _____

Meeting schedule: _____

This Agreement is valid for one year from the date of signing. Continued permission to use the facilities is at the discretion of Indiana University and may be withdrawn or suspended at any time without showing cause. IU will endeavor to provide timely notice of such change to one of the named representatives.

Approved by: _____

This form shall be maintained by the campus for one year after the end date of the agreement and provided to INLOCC, OVPGC, IUPD, EHS and/or Emergency Management upon request and in the event of an incident they investigate.