



Facility Rental Agreement

This facilities and service agreement is made and entered into between Kilgore College, hereinafter called “College” and _____ hereinafter called “Purchaser.”

The College agrees to provide the facilities and services as listed in this contract and the Purchaser agrees to compensate the College for these facilities and services in accordance with the terms and conditions of the agreement.

I. Facility Agreement

The following sets forth the facility arrangements for participants. All numbers are approximated. The College reserves the right to change facility reservations at any time if dictated by needed repairs, space availability and/or natural disaster.

II. Supervision

Adult supervision is required for any youth or high school group. The Purchaser’s appointed supervisors will serve to maintain discipline and address noise problems or other destructive or otherwise inappropriate behavior by participants. The Purchaser’s appointed supervisors will also be responsible for coordinating responses for emergencies, illness or injury. The ratio of supervisors to youth will be two per every 60 youth or high school participants.

III. Security

Security Officers must be present at all events in which the number of participants is 100 or more persons. Security will be provided at the expense of the Purchaser.

IV. Alcohol Use

Alcohol Use Approval Form will be required.

V. Food

Catering services must be first contracted through Aramark (903-983-8280). If food and drink are desired for an event **Aramark must be given the right of refusal.** The Purchaser must not bring food and drink to a facility without prior approval.

VI. Fees, Billing and Cancellation

The following sets forth specifics of pricing, billing and cancellation under this agreement:

A. Deposit

A security deposit of \$_____ will be required before facility will be reserved for activities. The fees will be applied toward the total balance.

B. Fees

The amount of \$_____ will be charged for the following facility/rooms:

The College will provide the following services:

Custodial - \$25 per hour Security - \$35 per hour Technical Support - \$25 per hour

(Custodial services and Security are required by Kilgore College Policy.)

The College also agrees to provide the following requested equipment (when available) for no additional charge:

PA System Lectern/Podium Media Projection Piano
 US/Texas Flags TV Screen Tables/Chairs ___ / ___

C. Billing

As soon as it is practical, after the completion of the event, the College will provide the Purchaser with a bill listing all charges and credits for the facility rental. The Purchaser will be directly billed by the College for:

- Purchaser's facility rental
- Cost of repair of any damages to campus facilities occurring during the event as well as any facility clean-up costs
- Additional services that may be needed such as security, lighting or sound technician
- Kilgore College will send an itemized bill to the Purchaser setting forth these charges.

D. Cancellation

Cancellation will be deemed to occur when the KC Facilities Coordinator receives the written notice of cancellation. **Cancellations must be made at least 48 hours prior to the scheduled event.**

A cancellation fee of \$50 per facility will be assessed to the Purchaser to pay for the expense of event preparation.

VI. Rules and Regulations

The Purchaser agrees to abide by all Kilgore College rules and regulations, policies, guidelines and all local, state and federal laws that apply to maintenance of health, safety and public order. The College reserves the right to terminate accommodations for individual event participants and/or the group itself when violations of Kilgore College rules and regulations, policies and guidelines occur.

VII. Time Limit

This agreement is not binding until countersigned by Kilgore College. The College will honor its terms, the rates for charges and the availability of facilities and services for 14 days from the date of its mailing of this agreement until it is signed and returned by the Purchaser. After that, it will be subject to change and availability.

We the undersigned do hereby enter into this facilities and services agreement, as witnessed by our signatures below.

Delinda Spencer
KC Facilities Coordinator

Purchaser

Date

Date