



**GENERAL CONDITIONS FOR LEASE AGREEMENT:**

1. The University will accommodate your set-up needs. Please do not disturb the furniture in the front con-course area.
2. A deposit of one half of the estimated rental charge is required for use of the facilities. Failure to cancel an approved facility rental agreement will result in the forfeiture of the deposit.
2. Any damage to facilities or the campus during the setup, take down or the event will be charged additionally to the organization renting the facility.
3. Reservations for facilities and additional equipment must be submitted two weeks prior to the event.
4. A Representative of the event must contact the Maintenance Supervisor three (3) days prior to event for any additional information. Representative must also contact Arkansas Tech University Ozark Campus Public Safety Officer 14 days prior to event regarding traffic control and security as set out in lease agreement.
5. Alcoholic and tobacco products and their use are not permitted on any university facility. The presence and or use of such products during any phase of the event will constitute the cancellation of the event and the forfeiture of the deposit.
6. Absolutely no attachments to any part of the facility will be permitted without the expressed consent of the Maintenance Supervisor. Free-standing decorations must have the permission of the Maintenance Supervisor prior to display.
7. The campus prohibits commercial solicitation.
8. The campus prohibits any partisan political activity.
9. The campus reserves the right to accept or deny rental of its facilities based on its mission.

I understand the terms of this agreement and will adhere to any and all Arkansas Tech University, Board of Trustees and State of Arkansas requirements.

Organization Representative: _____	Date: _____
Maintenance Supervisor: _____	Date: _____
Chancellor of Ozark Campus: _____	Date: _____

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*For Office Use Only:*

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_  
Copies: Chancellor's Office \_\_\_\_\_ Public Safety \_\_\_\_\_ Maintenance Supervisor \_\_\_\_\_

Estimated Charges: \$25 Classroom \_\_\_\_\_ \$50 CC Auditorium \_\_\_\_\_ \$100 Conference Center \_\_\_\_\_  
(1/2 Day) (1/2 Day) (1/2 Day)