

**St. Petersburg College
Facility Rental Contract**

This contract is entered into on this _____ day of _____, 20____,
by and between the Board of Trustees of St. Petersburg College ("The College") and

_____ whose address is: _____

The parties agree to the use of _____
on _____, subject to the terms and conditions set forth
on the reverse side of this document and to the following:

1. DATES AND TIMES TO BE USED:

DATE IS NOT CONFIRMED UNTIL SIGNED CONTRACT IS RECEIVED.

2. APPLICABLE CHARGES

Basic rental charge	\$ _____
Additional Security	\$ _____
Personnel	\$ _____
College equipment	\$ _____
Other	\$ _____
TOTAL CHARGES	\$ _____

3. Tax exempt number (if applicable) _____

4. At least 10 working days before the use of the facility, the user shall return this signed contract complete with a current certificate of insurance evidencing that the minimum amount of insurance required by the college (comprehensive general liability with a limit of \$1,000,000) is in fact carried and naming the college as an additional insured.

OR

The user has purchased facility use insurance online and College has received proof of purchase.

PAYMENT MUST BE MADE WITHIN 10 WORKING DAYS OF FIRST SCHEDULED DATE.

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE

USER

By: _____

By: _____

Date: _____

Date: _____

St. Petersburg College is an Equal Access/Equal Opportunity institution.

FS 408 (5/09) Draft 9/18/17

TERMS AND CONDITIONS

A. All fire safety regulations must be strictly observed.

- B. There will be no consumption of alcoholic beverages on college property, except with special permission and pursuant to College policy.
- C. St. Petersburg College is a tobacco and smoke-free environment. Smoking is strictly prohibited on all College property.
- D. There will be no eating or drinking in classrooms or auditoriums.
- E. All college facilities and equipment must be returned in as good a condition as when rented. Cost of repairs will be borne by the user.
- F. Space will not be available if use interferes in any way with a college program, class, student activity or campus function. The College reserves the right to deny access and/or rescind this agreement at any time on this basis, and all College educational programming and classes will be given priority as to facility use and campus resources
- G. User agrees to indemnify and hold harmless the College and its employees and to accept all liability arising out of or resulting from accident, illness, sickness, and personal injuries (including death), occurring to persons (other than employees of the College acting in their capacity as employees) on College premises and/or damage to property of the College and to property of others during the time of use by user.
- H. Improvements, alterations or changes of any kind shall not be made unless or until complete plans of same have been submitted to the campus Provost and approved in writing by the College. All such improvements shall be made at the expense of the user and shall become, upon termination of this contract, the sole property of the College.
- I. User shall include in all media and digital releases, newspaper, radio advertising, posters, handouts and all other means of publicity for the event for which the user shall use facilities of the College, a statement that represents the event is **not** a college-sponsored activity of and that includes a telephone number (which is **not** a College telephone number) that may be called to obtain additional information. Any advertising or promotional material that refers to St. Petersburg College will require approval from Marketing and Strategic Communications.
- J. The use of the premises by the user shall not be such as to interfere with the educational process, including interruption or interference with classes, programs, activities or the business operation of the College, its charter high school, or any of its affiliated partners or tenants. Any actual or anticipated interruption or interference, as well as any facility use deemed to pose a threat to the safety and security to the College, shall be grounds for denying or rescinding any approval, including termination of this contract. The College President, or a designee, is authorized to exercise his or her discretion accordingly. .
- K. St. Petersburg College affirms its equal access and equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. All rental agreements and facility usage shall be subject to the College's Nondiscrimination Statement and policies as set forth at <https://go.spcollege.edu/eaeo/>.