



Conference & Event Services  
 11300 NE 2<sup>nd</sup> Avenue  
 Miami Shores, FL 33161  
 Phone: (305) 899-3057  
 Fax: (305) 981-1164  
 Email: [ceserv@barry.edu](mailto:ceserv@barry.edu)

**APPLICATION FOR RENTAL/USE OF FACILITIES**

Date: \_\_\_\_\_ Name of Organization/Individual: \_\_\_\_\_

Affiliation (indicate if Barry student, alumni, employee, or other): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Name to be listed on the agreement: \_\_\_\_\_ Title: \_\_\_\_\_

Campus Facilities Desired: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Program Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Alternate Date(s): \_\_\_\_\_

Event/Program Name: \_\_\_\_\_ Anticipated Number of Participants: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Admission charge (if any): \_\_\_\_\_

Services and objects required (please be specific):

Item	Quantity
Round Tables	
6' Rectangular Tables	
Chairs	
LCD Projector (projector only – no computer)	
Multimedia Cart (specify computer or laptop)	
Podium and Microphone	
Projection Screen	
Field Lining (Athletic Fields)	
Parking Permits	
Other (please specify):	

## **FACILITY RENTAL REQUEST PROCEDURES**

1. All information must be included for the application to be processed.
2. Return the attached Rental Application by FAX (305) 981-1164 or Scan/email to [ceserv@barry.edu](mailto:ceserv@barry.edu)
3. If the application is approved, Barry University will forward a "Facility Use Agreement" contract form, policies and procedures addendum, and price quote or invoice.
4. The organization placing the request should return the signed contract, policies and procedures addendum, and room deposit by the due date in the agreement to confirm reservation. All payments must be in the form of a business check, cashier's check, or money order made payable to Barry University. Please do not mail cash. Personal checks are not accepted.
5. Prior to the event date, lessee must submit proof of insurance and full payment to Conference & Event Services.

### **BASIC GUIDELINES**

- Bookings will only be confirmed with the receipt of a room deposit. Deposits and fees must be paid by the dates indicated in your Facility Use Agreement.
- All Barry University events are priority, and any rental agreement can be cancelled at the discretion of the University through the Conference and Event Services Department.
- The lessee assumes full responsibility for any and all damage to rental area, furniture and equipment.
- Any rented tables and chairs must be set-up and broken down by the lessee. The use of decorations is allowed, provided they pose no risk of damage to facilities and furniture. Lessee must ensure that the decorations are removed and facility is returned to its original condition.
- The lessee agrees to abide any special guidelines specific to the facility being requested
- Catering arrangements can be made through Conference and Event Services with Chartwells. If using an outside catering company, the University must receive proof that they are licensed and insured

The Lessee warrants that the facility desired is intended to be used for the purpose described in the application, and that all information provided in this application is true and accurate. The Lessee further agrees to hold harmless Barry University, its trustees, officers, and agents from any claims, liabilities and causes of action arising out of the operation of this agreement. It is understood that no Alcoholic beverages will be served, and decorations will not cause damage to the facility. Services and equipment listed above will be provided for an additional charge.

The lessee agrees to maintain during the term of this liability insurance (Hazard and Third Party Liability) with the limits of liability \$1,000,000/\$1,000,000 (Bodily Injury/Property Damage- each occurrence). A copy of the insurance waiver must be submitted by the date indicated in the Facility Use Agreement.

You will be notified by mail of the action taken on this application. If you have any questions, please call Wendy Villeta at (305) 899-3057. Thank you for choosing Barry University.

**Print Name & Title** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_