The Osher Lifelong Learning Institute of Jupiter will make the Maltz Auditorium and classrooms on its complex available for your use. We are not responsible for any element in the planning of your activity. Your organization will be responsible for adhering to the policies of LLI and for paying for repairing any damages/loss to the facility and equipment.

1. Food, beverages are not allowed in the Auditorium. This is a non-smoking campus. Tape on walls and helium balloons are prohibited. When food is served in the courtyard, the courtyard area must be left clean.

2. Confirmation of your scheduled date to use the Facilities to be made no later than thirty days in advance of the event. Failure to confirm will result in immediate cancellation of the reservation. Return of this Utilization Agreement will serve as your confirmation.

3. Any special furnishing and décor must be arranged by your organization.

4. Any special audio-visual requirements, including the use of the hearing-assisted equipment, must be submitted no later than thirty days in advance of the program.

5. To receive FAU Emergency alerts, please make sure the computer in the room is logged on, or a device is logged onto the Wi-Fi.

6. LLI requires an audio-visual technician and LLI staff member be present at all events. Your organization will be charged the hourly rates. It is essential that when a technician is used, the hours are planned in advance and the schedule is followed accordingly. Please keep in mind the facility has to be opened in advance, lights and equipment turned on, and the LLI staff member on duty will shut down equipment and lock the facility after your event.

7. To avoid any confusion about specific responsibilities, your organization will be accountable for planning the actual program, marketing activities, telephone customer services, any special security arrangements and check-in of guests.

8. The undersigned has signing authority on the account from which payment will be made, guarantees this account has sufficient funds to cover all invoice(s) and is responsible for payment to LLI of all charges within 30 days after the event.

9. Only authorized personnel may enter the projection room.

10. All equipment used/moved, by yourselves such as chairs, tables, screens, etc. must be returned to proper place immediately after event. Trash must be placed in proper bins. Any necessary moving/cleaning after building is vacated will be billed to your account. Only a LLI staff member has the authority to move the piano.

11. Insurance: All C & D organizations must furnish to the University, at least 10 days prior to the activity, proof of liability insurance coverage in the amount of $500,000 each claim (Property Damage & Bodily Injury) and $1,000,000 each occurrence (Property Damage & Bodily Injury) or $1,000,000 combined single limit (Property Damage & Bodily Injury), naming the University, the FAU Board of Trustees, Florida Board of Governors, the State of Florida and their officers, agents and employees as added insureds issued in form and by a company which is acceptable to the University.

12. Any changes or cancellations must be in writing with signature.
   a. Name of organization:
   b. Name of event:
   c. Telephone number & e-mail address of contact person:
   d. Day, date & time scheduled for event:
   e. Hours (# ) to be worked by LLI AV technician, from ________(opening) to ________(closing)
   f. Hours (# ) to be worked by LLI staff member, from ________ (opening) to ________ (closing)

☐ As representative of the above sponsoring organization, I understand and accept the conditions of this agreement. I acknowledge responsibility for adhering to the above understanding.

☐ I acknowledge that I am responsible for assuring payment within 30 days of the event.

_________________________________  ______________________________
Hiring Parties Signature                 Date

_________________________________  ______________________________
LLI Signature                           Date