The Lifelong Learning Society of Jupiter will make the Maltz Auditorium and classrooms in 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 LLS and for paying for repairing any damages/loss to the facility and equipment.

1. **Food, beverages allowed in lobby area only. Smoking prohibited in the building. Tape on walls and helium balloons are also prohibited.** When food is served in the courtyard, the courtyard area must also be left clean.

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

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

4. The lights and lectern microphone will be turned on, unless you request otherwise, for your program. 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 either the computer in the rented room is logged on, or a device is logged onto the LLS Wi-Fi.

6. **LLS requires an audio-visual technician at all events.** Your organization will be charged the **hourly rate of $35** to cover this expense. 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 A/V technician on duty will shut down equipment and lock the facility.

7. It is also LLS policy that an LLS staff member be present at a rate of $35 per hour.

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

9. 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 LLS of all charges within **30 days after the event.**

10. Only authorized personnel may enter the projection room.

11. **All equipment used/moved, such as chairs, tables, screens, etc. must be returned to proper place immediately after event.** Trash must be placed in proper bins in the side-stage room as well as all other areas. Any necessary moving/cleaning after building is vacated will be billed to your account. Only an LLS staff member has the authority to move the piano.

12. Any changes or cancellations must be in writing with signature.

   a. Name of organization:
   b. Name of event:
   c. Name, telephone number & e-mail address of contact person:
   d. Day, date & time scheduled for event:
   e. Are audio-visual equipment/services required?
   f. Hours (# ) to be worked by AV technician, from (opening) to (closing).
   g. Hours (# ) to be worked by LLS 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

_________________________________  _______________________
LLS Signature                   Date