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 Osher LLI Jupiter 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. All applications have to be approved by our Executive Director and then by our Boca Raton Compliance office.

3. Any events with over 100 guests are required to purchase custodial coverage. Price on application.

4. No raffles or merchandise sales are allowed on FAU campus.

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

6. 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.

7. Osher LLI Jupiter requires an audio-visual technician and Osher 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 Osher LLI staff member on duty will shut down equipment and lock the facility after your event.

8. 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.

9. All marketing material must be approved by our division of public affairs department for prior to advertising.

10. Only authorized personnel may enter the projection room.

11. No storing of equipment outside of rental times.

12. 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

13. 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.

14. Only an Osher LLI staff member has the authority to move the or get the piano tuned.

15. Any changes or cancellations must be in writing with signature
   a. Name of organization:
   b. Name of event:
   c. Hours (# ) to be worked by Osher LLI AV technician, from ______(opening) to ______(closing)
   d. Hours (# ) to be worked by Osher 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

_________________________
Osher LLI Signature

_________________________
Date