**general information**

1. The license agreement is between the College of Central Florida referred to as the “College,” and an agency, organization, business or individual referred to as “Licensee.”
2. Scheduled events are tentative until all documentation has been received. The schedule is subject to review and approval or cancellation by other College officials.
3. All schedules for all events must be coordinated through the Office of the Vice President for Instructional Affairs as soon as verbal requests are made. After an event is tentatively booked, the College office responsible for the facility will forward the application form and other information to the individual/group requesting the booking. Scheduling will be confirmed with copies of approved applications.
4. The College reserves the right to refuseto rent the space to any requestor.
5. The College reserves the right to require Licensee to obtain, at his/her expense, security and parking personnel if the nature and size of event so warrants.
6. The College reserves the right to bill the Licensee for any damages or excessive clean up associated with the event.
7. In connection with the event, the College shall not be liable for any loss of, or damage to, personal property of the Licensee, members of the Licensee’s organization, Licensee’s vendors, Licensee’s guests, invitees or any personnel involved with the event**.**
8. All event advertisements must include the name and address of the College as the event location. The Licensee must not advertise the event in such a way as to make the College appear to be the sponsor.
9. The Licensee is required to provide proof of liability insurance, naming the College as an additional insured in the amount of $1,000,000, prior to beginning set-up of any event. If Licensee does not carry liability insurance, an insurance charge will be assessed in the application process.
10. All paperwork must be completed and submitted to the College, to the attention of the appropriate department as shown on page 1 of this application. The signed license agreement, deposit, and all applicable attachments should be forwarded to the College not more than 10 working days after receiving verbal indication that the event was tentatively scheduled. Staff will confirm all details prior to the event. A completed application package that includes all applicable attachments should be forwarded to the College at least five (5) weeks prior to the event.
11. Licensee is not permitted to dig, install signage, and/or make any changes to the facilities that have to be repaired.
12. The Licensee/User named in the application agreement is granted the right to use the requested facility and/or open space at the times and for the purposes specified therein and for no other purposes, subject to termination of such right. The College agrees not to use or grant privileges to others to use the facility and/or open space during the times reserved without first giving Licensee a reasonable alternative period or periods and reasonable advance notice.
13. Alcohol is prohibited on College property. With prior authorization from the President of the College, subject to certain restrictions or conditions, alcohol may be permitted for specific events and must be given away not sold. Only beer, wine and champagne are allowed during an event if authorized by the President of the College. Any person or agency with authorization to distribute alcohol must provide the College with alcohol liability insurance coverage. The insurance should be in the amount of at least $1,000,000 and name the College as an additional insured. The renter shall assume all responsibility for compliance with any applicable State of Florida Division of Alcoholic Beverages and Tobacco licensing requirements.
14. Illegal drugs are not permitted on College property.
15. The rented/leased facility shall be, at all times, under the control of the department head, as shown on page 1 of this application, or his/her designee.
16. For the health and wellness of the CF community and beyond, the use of tobacco products is prohibited on all CF properties. For information, policy and free cessation resources visit www. CF.edu/tobaccofree.
17. Only authorized College personnel shall operate heating/air conditioning units.
18. Only authorized College personnel shall operate special audio and lighting equipment.
19. Licensee shall be responsible for the payment of any and all damages to buildings, furnishings, fixtures, or equipment whether caused by Licensee or his patrons, normal wear and tear excluded. Damage to the premises shall be at the expense of the Licensee. Damage deposits will be refunded within ten (10) working days after the last date of the event if no damage or loss is incurred and/or extra clean up is not required.
20. The College Cafeteria/Snack Bar is available on a limited basis Monday through Friday. If the Licensee or guests desire food services, the Cafeteria Manager must be notified at least 48 hours in advance. Licensee shall contract for food services separately. All food services shall be provided by the College Cafeteria/Snack Bar or a pre-approved professional catering service. The College reserves the right to approve the caterer.
21. No fastening devices, such as staples, nails, thumb tacks, etc., shall be used on any wall area within any CF facility. No tape or fastening devices shall be used on any wall, floor or pit area within any building without prior approval of College authority. All tape approved by College authority should be removed by user after activity. Nothing shall be hung from or pinned to any curtains.
22. Any and all food items and trash must be removed from the facility before the Licensee leaves the premises.
23. The Licensee shall assume responsibility for compliance with all applicable State of Florida requirements.
24. Individual facilities may have additional operating procedures specific to their facility.

**fees**

1. Fees for use of the requested space are determined at the time of the request. Fees are determined by the specific space(s) requested for the activity, the nature and type of the activity, and the additional support furnished by the College. A schedule of fees will be provided to the Licensee at the time of inquiry.
2. All payments are to be made, by check, to “College of Central Florida.”
3. Twenty-five percent (25%) of the estimated rental must be submitted to the College with the executed license application. A two-hundred-fifty dollar ($250.00) damage deposit may also be required at the time of application. Payment in full for the balance of the estimated fees (including any damage deposit) must be submitted to the College before set-up begins but no less than ten (10) working days prior to the event. Any adjustment in payment due date must be approved by the appropriate vice president prior to the fee deadline. The damage deposit, if any, will be refunded within ten (10) working days after the event provided there is no damage to the facility or its equipment. Refunds are requested via a CF *Request for Refund of Damage Deposit* form.
4. In addition to the license fee, the College collects Florida sales tax. NOTE: Sales tax will not be imposed if the Licensee has a tax exemption certificate. In that event, the Licensee must furnish a copy of the tax exemption certificate with the deposit.
5. The President or designee is authorized to waive fees at his/her discretion if it is determined to be in the best interest of the College. The President or designee is authorized to adjust charges on an individual basis depending on the type and amount of usage of the requested facility. In such cases, a statement of justification must be filed with the approved application.

**termination of agreement**

1. The College reserves the right to cancel a scheduled event if the Licensee does not comply with all requirements including proof of insurance, permits, documentation that security, if required, has been arranged, and payment of required deposits. The Licensee must also comply with any additional requirements established at the time the event is tentatively scheduled.
2. If the Licensee cancels the event within 30 calendar days of initial booking, any deposit will be returned in full. If the Licensee cancels the event after this time, the College will retain the deposit.
3. The College reserves the right to terminate the agreement up to 30 calendar days before the event by returning the deposit and notifying the Licensee of the decision.
4. The College reserves the right to terminate the agreement immediately prior to or during an event if the Licensee is in violation of the terms of the agreement.
5. Oral requests for reservations will be tentative. A typed license application form, along with all applicable attachments, must be received five (5) weeks in advance of use date(s) or tentative reservation may be canceled.