

## INSTRUCTIONS FOR COMPLETING FACILITIES USE AGREEMENT

Temple University's Facilities Use Agreement ("Agreement") is to be used by any Temple University employee who requests the University's permission for a third party to use any Temple University property (a room, outdoor space, building, walkway, etc.) for any activity whatsoever (for example, a seminar, flea market, concert, or social event). Prior to submitting the Agreement for final review and approval, please follow these directions:

### Step One:

- Supply all required information on pages one and two of the Agreement, except the effective date in the first line of the Agreement. This date will be supplied by the Office of University Counsel.

### Step Two: Complete Section II of Exhibit A.

- In completing Section II of Exhibit A, please note that **every Sponsor must provide Temple with a copy of the Certificate of Insurance (per para. 9(b) of the Agreement) naming Temple as an additional insured. The Certificate must be attached to the Agreement before the Agreement can be finally approved by the University.**
- Also, certain events and activities (other than conferences, workshops and lectures) may be considered high risk and, if permitted, will require additional insurance and the specific written approval of the Director of Risk Management (extension 1-8523). In these instances, consult with the Director of Risk Management to determine what, if any, additional insurance is required. Examples of high risk events and activities are:
  - Aircraft and balloon events
  - Animal acts and shows
  - Any event with attendance over 2,500
  - Boxing, wrestling, hockey and football games
  - Carnivals
  - Circuses
  - Film productions
  - Gymnastic competitions
  - Concerts
  - Motorized sporting events
  - Mechanical amusement devices
  - Water activities or events
  - Street fairs

If you have a question about whether an activity is considered high risk, contact the Director of Risk Management.

### Step Three:

- Present the Agreement and Exhibit A to the Sponsor, who must review and sign the Agreement, complete Section I of Exhibit A, initial Section II of

Exhibit A and, if they have not already done so, **provide Temple with a copy of the Certificate of Insurance (per para. 9(b) of the Agreement) naming Temple as an additional insured.**

**Step Four:**

- Review the Agreement and Exhibit A to ensure that all information is accurate and complete and reflects the understanding of the parties. The Temple contact person then should initial Section I of Exhibit A, acknowledging that the information is accurate and complete and reflects the understanding of the parties. At no time should any Temple University employee advise a third party that Temple has agreed to permit the use of the facilities for the event until the Chief Financial Officer has signed the Agreement.

**Step Five:**

- Obtain the approval of the appropriate Vice President, evidenced by a completed and signed Financial Impact Statement.
- Submit the Agreement (completed and signed by the Sponsor), Exhibit A (completed and initialed by both the Temple representative and the Sponsor), the Financial Impact Statement (completed and signed by the cognizant Vice President) and the Certificate of Insurance to the Office of University Counsel for review. Following its review, University Counsel will forward the Agreement to the Chief Financial Officer for signature.

**Step Six:**

- Pick up the Agreement from the Office of University Counsel after the Agreement has been signed by the Chief Financial Officer. The event may proceed only after the Agreement is fully executed.