

# Agreement for Room Usage

The University of Louisville School of Music (party of the first part) agrees to let the \_\_\_\_\_ (party of the second part) use

- \_\_\_ **Margaret Comstock Hall at a rate of \$500 per 5 event hours** \_\_\_\_\_
- \_\_\_ **Bird Recital Hall at a rate of \$250 per 5 event hours** \_\_\_\_\_  
(rehearsal hours on the day of event is included in above rates)
- \_\_\_ **#B65 Rehearsal Room at a rate of \$40 per 1 hour** \_\_\_\_\_
- \_\_\_ **#267 Rehearsal Room at a rate of \$40 per 1 hour** \_\_\_\_\_
- \_\_\_ **#248 Small Rehearsal Hall at a rate of \$25 per 1 hour** \_\_\_\_\_
- \_\_\_ **Classroom # \_\_\_\_\_ at a rate of \$25 per 1 hour** \_\_\_\_\_
- \_\_\_ **Green Room at a rate of \$35 per 1 hour** \_\_\_\_\_
- \_\_\_ **Total of rooms X \$100 deposit (returnable after good inspection)** \_\_\_\_\_

on the date of \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

This rate will be for a period of \_\_\_\_\_, with additional time at the rate of \$\_\_\_\_\_ per hour. In addition, the party of the second part agrees to pay for the following items:

- \_\_\_ hrs of Custodial services and facility services at the rate of **\$30** per hour per person. \_\_\_\_\_
- \_\_\_ fee of Grand piano (one tuning in Concert Halls) at the rate of **\$150** per day. \_\_\_\_\_
- \_\_\_ hrs of Piano tuning services at the rate of **\$60** per hour per person. \_\_\_\_\_
- \_\_\_ fee of Piano in other areas at the rate of **\$50** per day. \_\_\_\_\_
- \_\_\_ of \_\_\_\_\_ at the rate of \_\_\_\_\_ per day. \_\_\_\_\_
- \_\_\_ of \_\_\_\_\_ at the rate of \_\_\_\_\_ per day. \_\_\_\_\_
- \_\_\_ of \_\_\_\_\_ at the rate of \_\_\_\_\_ per day. \_\_\_\_\_
- \_\_\_ of \_\_\_\_\_ at the rate of \_\_\_\_\_ per day. \_\_\_\_\_

The party of the second part shall reimburse the party of the first part a total of \$\_\_\_\_\_ upon signing this agreement. However, the party of the second part agrees that any damages including but not limited to stains, broken windows, broken equipment, are the responsibility of the party of the second part, and agrees that the party of the second part will reimburse the party of the first part within 30 days of receipt of an invoice from the party of the first part for any damages.

In addition, the party of the second part agrees to hold the party of the first part harmless from any action resulting from the use of the rooms.

Agreed to on \_\_\_\_\_

\_\_\_\_\_  
Dean of the School of Music

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Approved by:

\_\_\_\_\_  
Director of  
Contracts and Risk Management

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Party of the second part

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State Zip