

UofL Student Activities Department
 Swain Student Activities Center
 Suite W310, SAC
 Louisville KY 40292-0001
 502-852-6691 / 502-852-7332



Confirmation

Customer

David Horrar
 STUDENT AFFAIRS
 STUDENT ACTIVITIES
 UNIV OF LOUISVILLE
 LOUISVILLE, KY 40292

Reservation: 30382

Event Name: Webguides Meeting
 Status: Confirmed
 Phone: 852-2938
 Event Type: Meeting
 Event Coordinator: Alexis Becker

Bookings / Details

Quantity Price Amount

Thursday, January 26, 2017

3:00 PM - 4:00 PM Webguides Meeting (Confirmed) SAC - W303A
 Reserved: 2:30 PM - 4:30 PM
 Conference

Thursday, April 27, 2017

3:00 PM - 4:00 PM Webguides Meeting (Confirmed) SAC - W309K
 Conference

Thursday, July 27, 2017

3:00 PM - 4:00 PM Webguides Meeting (Confirmed) SAC - W309K
 Reserved: 2:30 PM - 4:30 PM
 Conference

Thursday, August 31, 2017

3:00 PM - 4:00 PM Webguides Meeting (Confirmed) SAC - W305
 Reserved: 2:30 PM - 4:30 PM
 Conference

Thursday, September 28, 2017

3:00 PM - 4:00 PM Webguides Meeting (Confirmed) SAC - W305
 Reserved: 2:30 PM - 4:30 PM
 Conference

Thursday, October 26, 2017

3:00 PM - 4:00 PM Webguides Meeting (Confirmed) SAC - W305
 Reserved: 2:30 PM - 4:30 PM
 Conference

Swain Student Activities Center and Red Barn Usage Agreement

The above "Customer" and those granted access to the facilities under this reservation agree that they will abide by all governing laws, rules, policies, procedures, and guidelines regarding the use of these facilities and the conduct of persons in or on University property.

The above "Customer" will not interfere with the operations of the University of Louisville, its mission, activities or programs while using these facilities. It is understood that if such interference occurs; that the University may, at its discretion, cancel the above reservation immediately.

No improvements or structures will be constructed on University property or in its facilities unless approved in writing. Stakes may not be placed in the ground outdoors without notifying the Student Activities office in advance so that damage to the underground irrigation system can be prevented.

University property and its facilities will be used in a careful and prudent manner so as to prevent any loss, defacement or damage. Good order and discipline must be maintained. The "Customer" is responsible for all damage to the facilities or grounds by those granted access to the facilities under this reservation.

No posters, banners or other informational signage may be attached to the walls, doors, windows, light poles, or railings, without prior approval. Whenever possible, the use of easels will be used to hold all signage. All easels must be placed out of the main traffic pattern as to protect those patrons that are visually challenged. Banner space can be reserved through the Student

Activities Department. Banner space can only be held for a maximum of two weeks at a time unless approved in writing. Contact the Student Activities Department if you have signage or banners that need displayed.

No concessions or other items will be sold in or on University property or facilities unless approved in writing. Student Activities facilities prohibit the use of candles, fireworks, confetti, glitter, rice, rice bags, birdseed, smoke machines, smoking indoors, weapons of any kind, and illegal substances. No tacks, tape, screws, Velcro, nails or other types of adhesive may be used to affix items or decorations to the facility.

Reservations are non-transferable and cannot be "given" to or "transferred" to another organization or sponsor. Such transfer of any reservation may result in the cancellation of the reservation and all future reservations held in the Student Activities Facilities.

Cancellation must be given to the Student Activities Department within ten (10) working days of events in the Multipurpose rooms and Red Barn. Cancellation must be given within 72 hours for events in the meeting rooms and Floyd Theatre. No-shows for reservations will be billed as if the room were used. The Student Activities staff will complete the set-up of the room as requested unless told not to and therefore the work will be completed even if the "Customer" does not attend. "Customers" who cancel their event or fail to show for reservations may risk temporarily losing their privileges for making future Student Activities reservations.

As soon as practicable, normally within seven (7) days after the event date, the Student Activities Department will provide the "Customer" with an invoice listing all charges and credits for the reservation. "Customer" will pay the balance due on the invoice to the Student Activities Department within fourteen (14) days after the receipt of the invoice. Non-University "Customers" must pay all identifiable costs in advance of the event, unless other arrangements had been made in advance. Additional costs requested after these costs are invoiced and paid will be billed at a later date. "Customers" who fail to pay for costs associated with their reservations may risk temporarily losing their privileges for making future Student Activities reservations.

The "Customer" (and the undersigned officer, agent, or representative thereof individually, jointly and severally with the organization) or individual agrees [A] to pay for any loss or damages to person or property claims therefore resulting to or arising from the use of University property or its facilities by such organization or individual (and those granted access to the facility thereby) whether from the occurrence at the property or the facility itself during such use, before and after such use, going to and from such use, in or about available parking lots, or otherwise, [B] to reimburse and hold harmless the University and Board of Trustees, and the members, agents, and employees thereof from any such loss, damage or claim, including, but not limited to, attorney's fees, and [C] to pay all attorney's fees and costs paid or incurred by the University of Louisville to enforce any obligations imposed under this paragraph or otherwise in the reservation. If payment is not honored, then the "Customer" agrees to pay for any related collection costs, attorney fees or any legal fees associated with the recovery of agreed said payment.

The "Customer" agrees to hold harmless the University of Louisville for acts of God, riots, public unrest, utility disruption, severe weather, floods, earthquakes, terrorism, etc. that prevent the normal operations of the facilities. If the University officially closes then it is at the sole discretion of the Student Activities Department and the University of Louisville whether it is safe or prudent to continue to remain open for operation.

Bookings / Details

Quantity

Price

Amount

I have read and understand my responsibilities as a user of the University of Louisville Student Activities Facilities and agree to abide by all federal, state and local laws as well as all University of Louisville policies, guidelines, and procedures.

Customer Signature

Date