

Facilities Use Agreement

This facilities use agreement (the "Agreement") is entered into by and between The Trustees of Columbia University in the City of New York for its Herbert H. Lehman Center for American History (the "University") and _____ (the "User") on _____ (date).

The User intends to temporarily occupy and make use of part of the University's venue at 420 W 118th St., Suite 406A-C, New York, NY 10027 as described below.

Event Name: _____

Date(s): _____

Projected Attendance: _____

User's 'Use Supervisor' Name: _____

User's 'Use Supervisor' Cell Phone: _____

Full Rental Fee: _____

Chartstring: _____

University shall permit User to use the Herbert H. Lehman Suite as part of the above-described event. Use of the Lehman Suite shall be in accordance with all terms and conditions of this Agreement and under all rules and regulations with respect to use of University Facilities.

Rental Fee

The Lehman Suite is available for half day and whole day bookings. A departmental chartstring must be supplied in advance of the event.

- Half day (up to four hours): \$1500
- Whole day (over four hours): \$3000

Fees and Payment Schedule

The User will be responsible for all costs related to the Event, including (a) the Room Fee, and (b) costs attributable to the Event, including damage to any portion of the Facilities or heavy cleaning beyond normal post-event cleanup is required, as a result of the event.

Upon the signing of this agreement, the User shall remit a departmental chartstring, to serve as a deposit to reserve space at the Columbia University, Lehman Suite. The final balance shall be charged no later than ten (10) business days prior to the event.

Reservation Requirements

A signed copy of the Facilities Use Agreement, and chartstring are due thirty (30) days prior to the event.

Form of Payment

All payments must be made in the form of a Columbia University chartstring.

Cancellations

Cancellations will only be accepted if received in written form by the User, and should be submitted as quickly as possible.

Advanced Copy of Advertising (Signage) and Use of Name

A copy of the event program, any advertising, or other informational materials sent to the event participants, guests, employees or other representatives (the “participants”), must be submitted for approval thirty (30) days prior to its issuance. Users may reference the “Herbert H. Lehman Suite” to indicate the location of the event. Users shall not otherwise use Columbia University’s name, the Lehman Center for American History’s name or Rare Book & Manuscript Library’s name or any variation, adaptation, or abbreviation thereof, or any logo or insignia owned by the University, without prior written consent of the University.

Catering

The User agrees to select a University approved catering vendor to ensure proper care and handling of food delivery, food service and food removal. In situations where this is not possible, the University must approve an alternative caterer selected by the User, and such alternative caterer must discuss food service procedures with the University prior to the day of the event.

The User agrees to abide by the University’s [Alcohol Policy](#).

Personal Property

The University will not be responsible nor liable for any loss, theft, or damage to any personal property of the User, or any of its employees, agents, vendors, or participants.

Facilities Care / Damages

The University will hold the User responsible for any physical damages to the property associated with this event beyond the normal standards of wear and tear. Any costs resulting from damage, the need for heavy cleaning and/or loss caused by the User or User’s participants shall be paid for by the User. In any event, the User is not permitted to make use of any party/conference decorations which may cause damage to the space or any University equipment or property. The User is not allowed to tape any material to the walls, windows, window shades, or other surfaces.

Supervision

The User shall designate a User 'Use Supervisor' onsite to ensure compliance by its participants with all house rules, including but not limited to use only of the Facilities designated above and the maximum number of participants, and shall provide supervision of such participants adequate to the University's Satisfaction.

Right of Entry

The University may exercise the right to enter any room which the User has reserved pursuant to this Agreement, for the purposes of management, safety or compliance with applicable rules and regulations.

Right to Terminate due to Default and Waiver

Should the User or its participants at any time be in default in the performance of any of the provisions of this Agreement, the University may, at that time and at its option, elect to terminate this Agreement. Such termination shall be effective immediately. Upon such termination, User will release all space rented to be immediately vacated. Failure or delay on the part of the University to exercise any right under this Agreement, or to require full performance by User, shall not operate as a waiver thereof, nor shall any single or partial exercise of any right by the University precludes its exercise of any other right.

Force Majeure

If the Rare Book & Manuscript Library shall be unable to carry out its obligations under this Agreement by reasons of accidents, strikes, labor disputes, sickness or death of key personnel, energy shortages, governmental directives or Acts of God or other casualty, the University shall be excused from its obligations herewith and shall have no liability under this Agreement. In such an event, the User's deposit and all other payments to Columbia in connection with this Agreement shall be returned to the User.

Compliance

The User agrees to comply with all applicable laws and regulations, including but not limited those of the New York Board of Fire Underwriters, and with all rules and regulations of the University now or hereafter in effect with respect to the use of Facilities.

If the User agrees with the terms of this Agreement, the Agreement should be signed where applicable and returned.

THE TRUSTEES OF COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

By: Ann Thornton
Title: Vice Provost and University Librarian

Signature: _____

Date: _____

USER:

By: _____

Title: _____

Signature: _____

Date: _____