



SNOW COLLEGE

Building Use Contract

1. Decorations of any kind (e.g. walls, railings, doors, furniture) are prohibited. The only exception is simple centerpieces on the dining tables.
2. Tape, pins, tacks, or staples are not allowed on walls, furniture, doors railings, lights, etc.
3. Furniture must remain in the building and should only be moved by a member of the Scheduling and Conference Service staff.
4. The undersigned is responsible for any damages or loss to the building, including equipment, scratches, stains, cracks, etc. while renting the space. A cleaning and/or repair fee will be assessed if necessary to repair damage.
5. Snow College is not responsible for damaged or stolen personal property during your stay.
6. For the safety of others and to comply with state fire laws, all exits and stairwells must always remain clear and accessible. Guests must comply with the given fire and safety regulations. Open flames are not permitted. No one may use live wood (including pine trees or boughs), burning candles or lamps, hay or straw, or pyrotechnics. Failure to comply will result in a one-year suspension of use of campus facilities.
7. If guns are part of the event, you must abide by the strict on campus gun rules – (1) no ammo (2) all guns must be disabled with a trigger lock OR the bolts need to be removed and secured. Any variance to these rules must have the prior approval of Campus Security. Derek.Walk@snow.edu or 435-283-7170
8. The event must, within reason, remain in the scheduled room and use quiet voices and low music, as to not disturbing others working in the building.
9. All food must be catered through Snow College’s on-campus provider. Arrangements can be made by calling Annette @ 435-283-7271.
10. A member of the Scheduling and Conference Services team will be on-site on the day of the event for hosting, access to facility, and assistance with set-up/technological needs.
11. Club advisors or associated faculty/staff members must be present for the entire event when the building is used by student clubs or on-campus student groups. Off campus groups are responsible for individuals attending their event.
12. This contract must be signed and on-file before the reservation is confirmed. For off-campus groups, the receipt from the cashiers (indicating the rental deposit has been paid) must also be on file. The rental fee schedule is available from Scheduling and Conference Services.
13. Provide necessary supervision and control of the Event, including responsibility for all attendees.
14. For off-campus groups, the User agrees to defend, indemnify, and hold harmless Snow College, the State of Utah, and their boards, officials, officers, employees, agents and volunteers from any and all lawsuits, claims, damages, liabilities, cost, and expenses, including attorney’s fees, arising out of or in any way connected with this Agreement or its use of the Facilities, except where a claim arises from the sole negligence of Snow College.

I have read and understand the above information and agree to abide by the rules and regulations of the campus building. I take full responsibility for any of these, realizing that a fee will be assessed and further use of the building may be prohibited if they are disregarded.

Signature

Printed Name

Phone Number

Date

Please return to Snow College Scheduling and Conference Services • 150 East College Avenue • Ephraim, UT 84627
Phone: 435-283-7167 – Email: donna.birk@snow.edu