

**Niagara University Institute for Professional Development
616 Niagara Street
Niagara Falls, NY 14303**

Request For Use of Facilities & Grounds

Thank you for your interest in using Niagara University property for your upcoming event. Listed below are a list of conditions that pertain to the use of our building, grounds, and equipment. Please make sure you read these conditions prior to submitting your request for approval.

1. Niagara University policy requires 30 days prior notice for use of facility by outside groups.
2. Niagara University activities will take priority over requests from outside groups.
3. Use of tobacco products, consumption of alcoholic beverages, or illicit drugs on school property is **strictly forbidden.**
4. **Proof of insurance must be received with the submission of the Facilities Request Form (on back). The insurance certificate must be valid for all the dates requested - this includes all events and any date that your group will be on Niagara University (Institute for Professional Development) grounds, and include the requirements listed in #5 below.**
5. **Use of Niagara University facilities by the applicant shall not be permitted until all insurance requirements have first been fully satisfied. \$2,000,000 General Liability Certificate of Insurance naming Niagara University as additional named insured for date(s) of facilities and ground usage. The use of the facility also requires listing of the additional parties insured.**
6. **The applicant agrees to indemnify and hold Niagara University harmless for any liability and all reasonable costs (including legal fees) that Niagara University may incur in connection with any claims based upon the applicants use of the facility, including for death, personal injury or property.**
7. **Any use of the Niagara University facilities and grounds shall at all times be subject to the control and direction of Niagara University and its authorized representative and may be wholly terminated and discontinued at any time without prior notice when deemed necessary or advisable for any reason.**
8. **Any outside group utilizing the Niagara University facilities and grounds may incur additional charges for staff. This may include charges for security, custodial, audio/visual, coffee, etc. These charges are at the discretion of Niagara University.**
9. Users must have an age appropriate adult/child ratio to provide adequate supervision of activities involving youth.
10. Use of the facilities and grounds will be canceled on school holiday(s) and when Niagara University is closed due to weather or other emergencies. In any event, Niagara University shall not be liable for direct or consequential damages if, for any reason, the scheduled facilities are not made available.
11. Applicants must give at least one week notice in the event of cancellation or the group will incur all applicable charges.

I have read, understood, and agree to the above conditions.

Signature of Applicant

Date

REQUEST FOR USE OF TREC FACILITIES & GROUNDS

Form Status: Niagara University Personnel Only: Please sign and date

Received By	Approved By

Organization/ Group _____

Contact Person _____

Street Address _____

City/State/Zip _____

Phone _____

Email _____

Room	Date(s)	Day(s) of Week	Times	Total Attending	Charge
Quaker					
Back Conference Room					
Atrium					
Coffee					
Total					

<p>Please list any Technology and/or Audio/Visual needs for all requests in the space provided</p>	
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Please make a check out to:

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 Institute for Professional Development
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