



**Samuel & Grace Horner Lobby
External Organizations
Facilities License Agreement**

Last modified 08/02/07

CLIENT INFORMATION

Client Name: _____

Contact Name: _____

Billing Address: _____

Telephone: _____

Fax: _____

Email: _____

RESERVATION INFORMATION

Event Name: _____

Event Date: _____

of People Attending: _____

Start Time of Event: _____

End Time of Event: _____

Set-up Time of Event: _____

Load-out Time of Event: _____

RATES

- External Organizations (4 hour period, includes a House Manager) \$280.00
- Non-refundable deposit (1/2 of external organization fee) \$140.00
- Each additional hour \$ 45.00
- Each additional day \$280.00
- Set-up fee for events with more than 15 tables and 100 chairs \$ 50.00
- Premium for Saturday and Sunday lobby events \$ 25.00
- Podium / Microphone \$ 15.00
- Dance Floor \$ 50.00
- Pipe & Drape (price per section) \$ 25.00
- Portable Sound System \$ 75.00

Damages—Any damage to Rozsa Center facilities or loss or damage to equipment owned by the Rozsa Center, belonging to the renting organization, or rented or leased by the Rozsa Center on behalf of the renting organization, shall be the responsibility of the renting organization.

If food service is required, please contact MTU Dining Services at 487-2543 to make arrangements.

Payment is due upon receipt of invoice. Payments can be made at the Rozsa Administrative Offices (Rozsa Room 106) or may be mailed to: Michigan Technological University, Rozsa Center, Room 106, 1400 Townsend Drive, Houghton, MI 49931. Visa, MasterCard and Discover accepted. Delinquent accounts will be subject to additional collection action and fees.

I have read and agree to the above conditions. Please return the original signed copy of this agreement on or before _____.

Signature: _____

Date: _____

Please print name: _____