



Samuel & Grace Horner Lobby Michigan Tech Departments & Student Organizations - Facilities License Agreement

Last modified 11/09/07

CLIENT INFORMATION

Department: _____ Telephone: _____
Contact Name: _____ Fax: _____
Account #: _____ 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

- MTU Departments and Student Organizations \$250.00
(4 hour period, includes a House Manager and Podium & Microphone)
- Non-refundable deposit \$125.00
- Each additional hour \$ 45.00
- Set-up fee for events with more than 15 tables and 100 chairs \$ 50.00
- Premium for Saturday and Sunday lobby events \$ 25.00
- Dance Floor \$ 50.00
- Pipe & Drape (price per section) \$ 25.00
- LCD Projector and Screen \$ 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.

Please contact MTU Dining Services at 487-2277 to make arrangements for food service.

Upon approval of agreement, an interaccount bill will be processed for the non-refundable deposit and a final interaccount bill will be submitted after the event for the remaining charges. A copy of each interaccount bill will be sent to the department for reference.

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: _____