



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

Last modified 08/02/07

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 (4 hour period, includes a House Manager) \$230.00
- Non-refundable deposit (1/2 of MTU department/student organization fee) \$115.00
- Each additional hour \$ 45.00
- Each additional day \$230.00
- 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.

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: _____