



Facility Rental Agreement

This Rental ("Agreement") is entered into as of _____, by and between the University of Houston and its Small Business Development Center (UH SBDC) and _____, hereafter referred to as "Client".

In consideration for the use of specified meeting room(s) of the UH SBDC facilities located at 1455 West Loop South, Suite 900, for the purpose of holding classes, seminars, or meetings, as hereinafter set forth, it is agreed as follows:

CLIENT NAME: _____

ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE: _____

CONTACT EMAIL ADDRESS: _____

EVENT TOPIC/SUBJECT: _____

DATE(S): _____

TIME(S): _____

ROOM NUMBER(S): _____

ESTIMATED NO. ATTENDEES: _____

COMMENTS: _____

TOTAL ROOM FEES DUE from CLIENT: \$ _____

A contract signed by the Client and full payment is due in order to reserve all meeting rooms. The performance of this agreement by either party is subject to official University of Houston closures, acts of God, war, government regulation, disaster, strikes, civil orders, complete curtailment of transportation facilities or other emergencies making it impossible to substantially provide the facilities or to hold the scheduled event. For reasons other than those stated above, there will be no refunds due to cancellations made by the Client for room reservations secured and paid less than 6 months in advance of the scheduled room rental date. Payments for reservations made more than 6 months in advance of the scheduled rental date are not refundable if cancelled by the Client less than 6 months prior to the scheduled room rental date for reasons other than those stated herein.

The Client is solely responsible for the activities, supervision, and safety and welfare of participants, including but not limited to times when participants are in University common areas, restrooms, classrooms, parking areas, or on any University property.

This agreement is made upon the express condition, to the extent permitted by Texas law, that the University shall be



free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of the Client, its agents, or employees, or third persons, from any cause or causes whatsoever while in or upon premises or any part thereof during the term of this Agreement, or occasioned by any occupancy or use of premises or any activity carried on by the Client in connection therewith, and to the extent permitted by Texas law, the Client hereby covenants and agrees to release, forever discharge and/or indemnify, defend and hold the University, its System, its components, regents, officers, agents, and employees, harmless from any and all claims, losses, suits, demands, causes of action of whatever kind and nature, proceedings, damages or liabilities, including attorney's fees, to the extent permitted by Texas law, on account of or by reason of any such injuries, death, liabilities, claims, suits, or losses however occurring or damages growing out of the same; whether or not caused by the negligence, act, or omission of the University. Client agrees to comply with all laws, ordinances, and regulations applicable to the intended use and occupancy. In addition, the Client agrees to be responsible for payment of federal, state, or local taxes, which may be levied against any entertainment being presented or on admission to such entertainment activity. Client shall not cause or permit anything to be done to mar, deface, or otherwise render the facilities unusable. Client shall leave the premises in the same condition as the commencement of occupancy, except for ordinary wear and use.

Client agrees to not create excessive noise or odors that would be injurious or disruptive to the SBDC or other building tenant's normal activities while leasing the facility. Internet usage will be limited to business purposes only; the viewing of illicit or pornographic materials through the Internet is strictly prohibited. The Client agrees to not use the name of the University of Houston, C.T. Bauer College of Business, or UH SBDC, or any of its programs, nor the logo for any of these entities, in any class materials, promotional or advertising materials or mediums, including websites related to this rental agreement. Client may use the address of the UH SBDC facility only for promotional and marketing purposes related to this agreement. Client agrees that a UH SBDC employee may address Client's participants prior to the start of planned activities to provide UH SBDC facility use information and state the non-affiliation to the University, its entities and program sponsors.

Violation of these terms will result in voided contract. Failure to provide a signed agreement and/or pay fees by the due date shall result in limitations or restrictions on future use of any UH facility by the Client

This Agreement shall be construed under the laws of the State of Texas, and venue in any action brought hereunder shall be in Harris County, Texas.

UH SBDC
Executive Director or Designee: _____
Name: _____ Date: _____

CLIENT (authorized official)
Signature: _____
Name: _____ Date: _____

NOTE: Modifications of this Form requires OGC approval