UCONN
UNIVERSITY OF CONNECTICUT

FACILITIES USE AGREEMENT

ORDER FORM

This Facilities Use Agreement (the "Agreement") is entered into by and between the University of Connecticut, a constituent unit of the State of Connecticut System of Higher Education ("the University") and the undersigned entity (the "Contractor"), and sets forth the terms and conditions on which the University will permit the Contractor to use certain space, facilities, and/or equipment owned by the University for Contractor's event indicated below (the "Event"). The Agreement consists of this Order Form and the Facilities Use Agreement General Terms and Conditions located at: https://uconncontracts.media.uconn.edu/wp-content/uploads/sites/458/2022/07/FUA-General-TC-2026.07.31.pdf (the "General Terms") which are hereby incorporated into this Agreement as if fully set forth herein. In the event of a conflict between this Order Form and the General Terms, the General Terms shall govern.

1) Event Name: [_____]

2) Location and Description of the Space*: [_____]

3) Date(s) and Time(s) of use of the Space: [_____]
   Additional time(s) for set-up: [_____]
   Additional time(s) for break-down: [_____]

4) Permitted use of the Space: [_____]

5) Maximum number of Attendees: [_____]

6) Description of use of Equipment (if any): [_____]

7) Description of use of Services (if any): [_____]

8) Catering Services (if any): [_____]

9) Total Use Fee*: [_____]
   Deposit Amount & Due Date(s): [_____]
   Balance Amount & Due Date(s): [_____]

   Remittance Instructions: Payment should be sent to:
   [_____]
   [_____]
   [_____]

** The Space location and the Use Fee assigned above are based on the information provided by the Contractor as of the date hereof. The University reserves the right to modify the Space location and/or Usage Fee based upon changes to the nature of the Contractor's proposed use of the Space identified after the date hereof.*

[Signature Page Follows]

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By signing below, the Contractor agrees that its use of the Space for the Event will be subject to, and the Contractor shall abide by, all the terms and conditions set forth in this Agreement.

CONTRACTOR: _____ (name), a _____ (state), _____ (type)

Contractor Address (for notices only):

By: _____

Name: _____

Title: _____

Date: _____

_____ (Address)

_____ (Address)

_____ (Phone)

_____ (E-Mail)

_____ (Fax)

Attn: _____ (Contact)

APPROVED AND ACCEPTED:

UNIVERSITY OF CONNECTICUT

University Address (for notices only):

By: _____

Name: _____

Title: _____

Date: _____

_____ (Address)

_____ (Address)

_____ (Phone)

_____ (E-Mail)

_____ (Fax)

Attn: _____ (Contact)