



## Usage Agreement

This is an agreement between \_\_\_\_\_ and Board of Trustees of the  
Renter/Customer/Company

University of Arkansas, acting for and on behalf of the University Of Arkansas Community  
College Of Hope-Texarkana for the rental of the facility for \_\_\_\_\_  
Event Title

that will be held \_\_\_\_\_ - \_\_\_\_\_ from \_\_\_\_\_ - \_\_\_\_\_.  
Date(s) Arrival Time Departure Time

Each point listed below represents a topic in the Hempstead Hall Policies and Procedures.  
Please initial each topic to show you have read and understand current Hempstead Hall Policy.

- \_\_\_\_\_ Compliance with Laws
- \_\_\_\_\_ Security
- \_\_\_\_\_ Indemnification
- \_\_\_\_\_ Smoking
- \_\_\_\_\_ Weapons
- \_\_\_\_\_ Renter Information (Balloons, Food, Drink, Youth Attendees, Etc.)
- \_\_\_\_\_ Rates
- \_\_\_\_\_ Damages
- \_\_\_\_\_ Personal Property
- \_\_\_\_\_ Facility Hours
- \_\_\_\_\_ Service Animals
- \_\_\_\_\_ Advertising/Marketing
- \_\_\_\_\_ Additional Policies
- \_\_\_\_\_ Decorations
- \_\_\_\_\_ Scheduling
- \_\_\_\_\_ Changes to Events
- \_\_\_\_\_ Business/Corporation Billing Policies and Procedures
- \_\_\_\_\_ Cancellations
- \_\_\_\_\_ Catering/Kitchen
- \_\_\_\_\_ Theatre
- \_\_\_\_\_ Fees and Support Charges

I, \_\_\_\_\_, hereby agree that by initialing of each topic of the College Policies  
and Procedures indicates that I have read and understand my/our responsibility in regard to  
this contract. I agree to comply with and enforce all requirements of renting Hempstead Hall.

\_\_\_\_\_  
**Event Contact**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Hempstead Hall Event Coordinator**

\_\_\_\_\_  
**Date**