

Organization \_\_\_\_\_

Event Name \_\_\_\_\_

Date of Event \_\_\_\_\_

**Oregon Institute of Technology  
Documentation Required for use of Facilities**

The Conference and Catering Policy of the Oregon Institute of Technology allows for non-OIT conference and catering depending upon space available after the primary support services to the campus are accommodated.

It is not the policy of OIT to solicit or encourage non-educationally related activities away from the services of the community. The college does not advertise, persuade, or otherwise solicit conference use or catering that can be accommodated elsewhere in the Klamath Falls community.

Please review the terms and conditions required for your event as designated by the marks (X) below. Your signature indicates agreement to these terms and forms a contractual obligation.

\_\_\_\_\_ Solicitation: In keeping with the policies noted above, your signature attests that your activity was not solicited by OIT in any way; your activity could not be accommodated to your satisfaction elsewhere in the community; and the services to be provided by the college are being provided at your request.

\_\_\_\_\_ Liability waiver: The lessee shall save and hold harmless the State of Oregon, the Board of Higher Education, Oregon Institute of Technology, their officers, agents, employees and members from all claims, suits or actions of whatsoever nature resulting from or under this agreement.

\_\_\_\_\_ Insurance Policy is already on file. <or>

\_\_\_\_\_ The lessee agrees to maintain liability insurance for the scheduled event for the amount of (a. \$1,000,000; or b. \$300,000). Proof of this coverage will be provided – before the event takes place – in the form of a copy of the insurance policy or a certificate of insurance from the lessee’s agent delivered to the College Union Information Desk. (A copy of your homeowners policy will suffice.) The liability insurance mentioned above must be effective on the OIT premises or be modified to add OIT as an “also insured” with the following wording:

“The State of Oregon acting by and through the State Board of Higher Education on behalf of Oregon Institute of Technology and their officers and employees and agents are additional insured.”

\_\_\_\_\_ Alcohol: I am aware of the laws and regulations regarding the service of alcoholic beverages in the state of Oregon and agree to uphold them throughout the course of my event. No alcohol is to be served at OIT without the express knowledge and permission of OIT. A “Registration Form for Events with Alcohol” must be submitted per the OIT policy on alcohol (OIT-30-031). An additional deposit may be required for events with alcohol.

\_\_\_\_\_  
Name of individual responsible for the event

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date