

# NYU WAGNER GRADUATE SCHOOL OF PUBLIC SERVICE

## NYU WAGNER USE AND OCCUPANCY AGREEMENT

Approval of an NYU Wagner representative must be secured in advance for any meeting, reception, or event proposed to be held in the NYU Wagner space. This approval is necessary whether the meeting is sponsored or co-sponsored by NYU Wagner or any of its parts, or involves the use of NYU Wagner space by other organizations.

If permission is granted, we hereby agree to take care in the use of NYU Wagner property, to pay required fees according to the established schedule of fees, to compensate NYU Wagner for any damage done from our occupancy, and to comply with NYU Wagner's regulations and such indemnification and insurance requirements as NYU Wagner shall determine to be appropriate.

The above-mentioned space will not be required for other purposes at the period requested and its use will not interfere with other NYU Wagner functions.

Name of representative: \_\_\_\_\_

Company (Hereby referred to as "Renting Organization"): \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## NYU WAGNER GRADUATE SCHOOL OF PUBLIC SERVICE Regulations for the Use of NYU Wagner Space

Permission for the use of NYU Wagner rooms may be granted on the following conditions:

1. Permission is granted for cultural, educational, or civic purposes. NYU Wagner space may not be used for sectarian religious or partisan political purposes.
2. Renting Organization agrees not to serve alcohol to minors.
4. No obstruction of the fire exits is permitted.
5. Smoking is not permitted in any NYU location.
6. Applicable fees will be charged for early opening and/or late closing, use of freight elevator, special set-up/clean-up, Sunday usage fee, audio/visual fees (per event/per day), on-site staffing/support, special events service fee, and any other special requests.
7. No entrance fees shall be charged or contributions solicited without prior approval.

8. 25% of fee must be paid in deposit. Balance of fee due one week prior to event date.
9. When advertising for an event, *NYU Robert F. Wagner Graduate School of Public Service* or *NYU Wagner* must be printed on **all** marketing documents. The logo must be obtained through Special Events at NYU Wagner Graduate School of Public Service.
10. **Bounced checks** must be rectified immediately by the delivery in-hand or by overnight delivery service of a bank check for the full amount. All monies owed to NYU Wagner must be paid by the writer of the check. A penalty of \$50 and applicable bad check fees, applied by NYU's banking institution, will be implemented in the event of bounced checks.
11. NYU Wagner reserves the right to dissolve any meeting not conducted in accordance with the preceding rules or any special rules agreed upon, or which fails to conform to the regulations of the Administrative Code of the City of New York.
12. All meetings in NYU Wagner rooms must be adjourned and space fully vacated at the agreed-upon time.
13. NYU Wagner reserves the right to cancel any event when it is in the interest of NYU Wagner to do so.
14. All cancellations must be made at a minimum of two weeks prior to event. In the event of cancellation by the Renting Organization, the 25% deposit will not be returned.
15. In the event the balance of the location fee shall not be paid when due, NYU Wagner may cancel this Use and Occupancy Agreement on three days written notice to the Renting Organization and enter into a new agreement with another party.
16. Attendance shall be limited to the legal capacity as established by the New York City Fire Department.
17. Certificate of Insurance:

If applicable, Renting Organization and/or Renting Organization's caterer will provide NYU Wagner with an original, valid Certificate of Insurance in the amount of \$1,000,000 property damage, \$ 1,000,000 personal liability, and \$1,000,000 liquor liability two weeks prior to the event. It is agreed that the failure Renting Organization and/or Renting Organization's agents and contractors to provide NYU Wagner with a valid Certificate of Insurance in the amounts set forth above shall give NYU Wagner the right to consider this Agreement null and void, and right to the Renting Organization's Security/Maintenance Deposit.

18. Renting Organization shall take good care of the Premises and fixtures, make good any injury or breakage done by failure Renting Organization and/or Renting Organization's agents, contractors, employees or guests, and shall quit and surrender said Premises, at the end of said term, in the same condition as the premises were delivered by NYU Wagner to Renter. Renting Organization shall not make any additions, partitions, alterations or improvements in said Premises. NYU Wagner or its agents shall not be liable for any damage to property, loss of or damage by theft or otherwise, nor for any injury or damage to persons or property resulting from any cause of whatever nature while Renting Organization and/or Renting Organization's agents, contractors, employees and guests are entrusted to employees of the Premises.