

UNIVERSITY ROOM HIRE CONTRACT TEMPLATE

This University Room Hire Contract (the "Agreement") is made and entered into on [DATE] (the "Effective Date") by and between:

PARTIES

University/Lessor: Name: [UNIVERSITY NAME] Address: [FULL CAMPUS ADDRESS] Phone: [PHONE NUMBER] Email: [FACILITIES@UNIV.EDU] (the "University")

Hirer/Lessee: Name: [FULL NAME OR ORGANIZATION] Address: [FULL ADDRESS] Phone: [PHONE NUMBER] Email: [EMAIL ADDRESS] (the "Hirer")

1. PREMISES DESCRIPTION

The University agrees to rent to the Hirer the following academic space (the "Premises"):

Room/Space	Building/Floor	Capacity	University Amenities Included
[LECTURE HALL/AUDITORIUM/SEMINAR ROOM]	[BUILDING/ROOM #]	[MAX # SEATS]	[Projector, AV System, WiFi, Podium, Microphones, Whiteboards, etc.]

Total Space Size: [SQUARE FOOTAGE] sq ft Maximum Occupancy: [#] (per fire code)

Photos/Floor Plan: Attached as Exhibit A

2. RENTAL PERIOD

Date	Start Time	End Time	Purpose of Hire
[DATE]	[TIME]	[TIME]	[CONFERENCE/SEMINAR/WORKSHOP/GUEST LECTURE]

Total Rental Duration: [X HOURS/DAYS] Setup Time Allowed: [X HOURS BEFORE START] (Max 7:00 AM) Cleanup Time Allowed: [X HOURS AFTER END] (Max 11:00 PM)

Academic Calendar Restrictions: No access during [EXAM PERIODS/CLASSES] unless approved

3. RENTAL FEES & PAYMENT TERMS

Description	Amount	Due Date	Payment Method
Base Rental Fee	\$(AMOUNT)	[DATE]	[University Portal/Check/Wire]
Security Deposit (Refundable)	\$(AMOUNT)	[DATE]	[Same as above]
AV Equipment Fee	\$(AMOUNT)	[DATE]	[Full System Usage]
After-Hours Custodial	\$(AMOUNT)	[DATE]	[Post 5 PM events]
Tech Support Fee	\$(AMOUNT)	[DATE]	[On-site AV assistance]
TOTAL	\$(TOTAL)		

Payment Schedule:

- 50% deposit due upon signing: **[DATE]**
- Balance due: **[DATE - 14 DAYS BEFORE EVENT]**

Late Fee: 2% per day after due date. **Discounts:** 25% for university-affiliated groups | 15% for non-profits

4. SECURITY DEPOSIT

- **Amount:** \$(AMOUNT) *(Minimum \$1,000 for auditoriums)*
- **Purpose:** Cover damages, overtime, cleaning, or policy violations.
- **Refund:** Within **10 business days** post-event, less deductions.
- **Conditions for Full Refund:**
 - Premises returned to academic condition
 - All AV equipment functional
 - No unauthorized branding on university materials
 - Compliance with intellectual property rules

5. UNIVERSITY RULES & RESPONSIBILITIES

Hirer's Responsibilities:

- Provide **\$2M liability insurance** naming University as additional insured
- Comply with **FERPA** (student privacy) and **Title IX** regulations

- **Background checks** for all presenters/volunteers
- No **alcohol/tobacco/vaping** on entire campus
- No **political/religious advocacy** without approval
- Return furniture to **[STANDARD LECTURE SETUP]**
- **Test AV systems** 48 hours prior with IT staff

University's Responsibilities:

- Provide clean, secure academic facility
- Ensure **working technology** (pre-tested)
- **On-site facilities coordinator** during rental
- Emergency procedures and ADA compliance
- WiFi access codes provided

Prohibited Activities: Pets, open flames, sound >90dB after 8 PM, commercial filming, subletting.

6. LIABILITY & RISK MANAGEMENT

- **Hirer Liability:** Responsible for all injuries/damages during rental period.
- **Insurance Required:** Certificate due **21 days** before event.
- **Indemnification:** Hirer defends University against all claims.
- **University Not Liable:** For lost items, third-party actions, or weather delays.

Emergency Contacts:

- Campus Police: **[24/7 NUMBER]**
- Facilities Coordinator: **[NAME/PHONE]**
- IT Support: **[NAME/PHONE]**
- Fire Dept: 911 | Medical: **[HEALTH CENTER]**

Health Protocols: Follow current **[CDC/STATE]** guidelines.

7. CANCELLATION POLICY

Cancellation Notice Refund Amount

30+ days before 100%

15-29 days before 75%

7-14 days before 50%

Less than 7 days 0%

University cancels 100% + rescheduling priority

Force Majeure: No liability for academic closures, weather, or health emergencies.

8. DAMAGE & ACADEMIC CLEANING

- Hirer responsible for **lecture-ready condition** upon departure.
- **Cleaning Fee: \$[AMOUNT]** if AV damage or improper setup found.
- **Technology Repair:** Billed at **actual cost + 20% admin fee**.

Move-Out Checklist:

- Chairs/desks in standard rows
 - Projectors powered off, cables stored
 - Whiteboards erased completely
 - Trash in designated bins
 - All technology tested functional
 - Room locked, lights off
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9. TECHNOLOGY & EQUIPMENT INVENTORY

Item	Quantity	Condition	Replacement Cost
HD Projector	[#]	Excellent	\$2,500
Wireless Microphones	[#]	Excellent	\$400 each
Lecture Podium	1	Good	\$1,200
Ceiling Speakers	[#]	Excellent	\$800 each

Item	Quantity	Condition	Replacement Cost
HDMI Cables	[#]	Good	\$50 each
Extension Cords	[#]	Good	\$30 each

Damage Policy: Hirer liable for full replacement value + labor.

10. INTELLECTUAL PROPERTY & BRANDING

- **University Name/Logo:** Limited use with prior written approval
 - **Recording Policy:** All events may be recorded for security
 - **Content Ownership:** University retains rights to campus-recorded materials
 - **Commercial Use:** Additional fees apply for profit-making events
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11. GOVERNING LAW & DISPUTE RESOLUTION

- **Governing Law:** State of [STATE], Higher Education Code [#].
 - **Disputes:** Mediation through [UNIVERSITY OMBUDSMAN]; if unresolved, arbitration in [CITY].
 - **Entire Agreement:** Supersedes all prior discussions.
 - **FERPA Compliance:** Hirer acknowledges student privacy obligations.
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12. APPROVALS & SIGNATURES

University Facilities Director: Signature: _____ Date: _____
 _____ Printed Name/Title: [NAME/TITLE]

Hirer: Signature: _____ Date: _____ Printed Name: _____
 [NAME] Organization: [IF APPLICABLE]

Department Approval (*Internal events*): Signature: _____
 Date: _____ Department: [NAME]

Witness: Signature: _____ Date: _____ Printed Name: _____
 [FACILITIES STAFF]

EXHIBITS

- **Exhibit A:** Floor Plan & Room Photos
 - **Exhibit B:** Equipment Inventory & Values
 - **Exhibit C:** Insurance Certificate
 - **Exhibit D:** AV System User Guide
 - **Exhibit E:** Campus Map & Emergency Exits
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UNIVERSITY-SPECIFIC NOTES:

1. Replace **[BRACKETS]** with your institution details
 2. Attach **university policy handbook** if required
 3. **FERPA training** mandatory for student-involved events
 4. Consult **general counsel** for events >200 attendees
 5. **Annual policy review** recommended
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Legal Disclaimer: This is a *University Room Hire Contract Template* compliant with general higher education standards. Not legal advice. Consult university counsel for state-specific requirements.

[DOWNLOAD AGAIN: Word | PDF]

This hall rental agreement template Word version spans 4 pages for comprehensive university coverage. PDF optimized for board presentations and legal filing.

Total Words in Template: ~1,050 *(Ready for immediate campus use!)*

Quick Implementation Guide for University Staff:

1. **Download** Word or PDF format
2. **Customize** with **[BRACKETS]** (20 mins)
3. **Route for approvals** via DocuSign (free university tier)
4. **File** signed copy in facilities database
5. **Schedule** IT walkthrough 48 hours prior

Pro Tips for Success:

- **Bundle** with AV training session (15 mins)
- Use for **guest lectures, alumni events, corporate training**
- **Track usage** via university portal for budget planning
- **Annual update** to reflect policy changes

Your **University Room Hire Contract Template** is ready! Transform your campus rentals into professional, risk-free operations today. 🎓 ✨