



St. Francis College Department of Education Facility License Agreement 2019-2020

All individuals and Licensees that will be using space at St. Francis College will be subject to the following rules:

Facility Usage Policy

- a. All Licensees are permitted to use only those rooms or facilities assigned to them by the Special Events office, subject to the terms and conditions as agreed upon below.
- b. The Licensee agrees that it shall indemnify, defend and hold harmless St. Francis College and its employees, officers, trustees, from and against any and all damage, loss, claims, suits, demands, actions, fines, damages, liabilities, and expenses (including without limitation, reasonable attorney fees) arising out of or in connection with damage to property or injury to persons (including death) which arise out of Licensee's use of facility, including any acts or omissions of Licensee, its agents, contractors, employees, invitees, servants or subcontractor. Licensee shall provide St. Francis College immediate notice of any injury or damage to persons or property in, to or around the Facility of which it is aware.
- c. All reservations are made utilizing Ad Astra, our online booking tool available at sfc.edu. Reservations may not be requested more than 90 days prior to facility rental date. No requests will be taken over the phone or via email. Please see step-by-step instructions on how to use Ad Astra on **page 5**.
- d. St. Francis College reserves the right to cancel or shift activities to other facilities, if available.
- e. Licensees may not post any flyers or signs within the College. Absolutely no adhesives, including tape, may be used on any walls, floors or doors within the College.
- f. The Licensee will assume liability for any damages done to the building or equipment, and will leave the facility in satisfactory condition. If the Licensee does not leave the facility in satisfactory condition, the Licensee will be charged for cleaning and repairing expenses. The Licensee will assume responsibility to return all furniture, and equipment to its original setting as it was found in which the space that is occupied (additional fees will apply if furniture is removed and/or adjusted).
- g. Similarly, St. Francis College reserves the right to charge the Licensee for additional staffing needs (i.e. security, cleaners, technology assistance and etc.)
- h. St. Francis College cannot store material or equipment for Licensee using space at the College. St. Francis College shall not be responsible for any equipment or material left in any space at the College, either before, during, or after an event.

- i. The Licensee will not charge an admissions fee, sell tickets or solicit donations at the facility without the expressed written permission of St. Francis College.
- j. Any printed invitations, public announcements or flyers containing the name “St. Francis College” or the St. Francis College logo must receive approval from the St. Francis College Media Relations office prior to being sent out. The Media Relations office can be reached at (718) 489- 2016 or tsreet@sfc.edu
- k. St. Francis College is a smoke free facility, including the sidewalks in front of the building. Those who disregard this policy will be asked to leave the premises.
- l. If food service is required, it is recommended that the Licensee uses the College’s in- house caterer, Lassen and Hennigs at (347) 797-1569s ***Please do not combine catering payment with facility rental payment.***
- m. No items are to be delivered to St. Francis College in advance of reservation.
- n. St. Francis College opens at 7:00am and closes at 11:00pm. Addition fees may apply if Licensee arrives early. Moreover, if Licensee exits after closing time, hourly rates will apply.
- o. St. Francis College provides free wifi for all guests. Please connect to **SFCWireless2**.

Purchase Order Payment Policy

- a. St. Francis College is an approved vendor of the Department of Education (DOE).
Vendor ID: STF-081000
- b. Licensee is responsible for submitting a request for a Purchase Order # (PO #) once this agreement is received.
- c. Please note the name of the event(s), date(s) and total amount of rental(s). **NOTE:** If more than one event will take place in a given month, please submit PO # request at the same time. *For instance, if you reserve space for July (2 events), August (3 events) and September (1 event), please request July separately, August separately and September separately. Do not wait until September to request a PO # for all dates.*
- d. Sign PO # and seek approval from supervising officer.
- e. Once the PO # is obtained, forward a PDF of the PO # form to events@sfc.edu with signed St. Francis College Facility rental agreement, which is available on **page 3** of this document.
- f. **If St. Francis College does not receive a PO # within 10 days of Licensee’s reservation, the reservation will automatically be cancelled without correspondence from the Office of Special Events.**
- g. Following the completion of Licensee’s event, the invoice will be sent from St. Francis College. Kindly submit the invoice, roster and agenda to the DOE so payment can be processed.
- h. **CANCELLATIONS:** If an event(s) is cancelled before 15 days of the event, the DOE is not responsible for payment. If the event is cancelled within 15 days of the scheduled event, FULL invoice amount must be paid.

This Agreement shall be governed by the laws of the State of New York.

Name of Licensee: _____

Name of requested facility/facilities: _____

Date(s) of usage: _____

Start Time/End Time: _____

Total Rental Fee: _____

PO #: _____

Method of Payment:

___ **Check (Please fill out Credit Card form on page 4 to hold reservation)**

___ **ACH (Electronic Payment)**

___ **Credit Card (Please fill out Credit Card form on page 4)**

Please note: there is a 5% fee for all credit card transactions

I have read the rules listed above and agree to abide by them. I understand that St. Francis College reserves the right to deny use of St. Francis College facilities to any individual or group that fails to follow the rules listed above

Today's Date: _____

Name (Please print): _____

Organization Name: _____

Phone Number: _____

E-mail: _____

Signature: _____

For St. Francis College
David Loutfi, Assistant Director of Community Partnerships, & Special Events
Office: (718) 489-5271
E-mail: dloutfi@sfc.edu



St. Francis College Credit Card Authorization Form
Scan and email back to:
events@sfc.edu

Bold face captions required for successful processing
Please note: there is a 5% fee for all credit card transactions

Name on Card: _____

Organization Name on Card: _____

Credit Card Billing Address: _____

City, State, Zip _____

Phone Number: _____

E-mail for Credit Card Receipt: _____

Card Type: () Visa () MasterCard () Discover Card () AMEX

Card Number: _____

Exp. Date: _____

Security Code CVV2 (3 digits on rear V/MC/DC or 4 on front for AMEX) _____

Amount to be Charged: \$ _____

Invoice No. (If provided): _____

For automatic credit card payments only:

I authorize the above dollar amount to be charged.

For anticipated check payments only:

I authorize the above dollar amount to be charged if check is not received by the date of the event.

Authorized Cardholders Signature _____