



MEESE AUDITORIUM USE AGREEMENT

Center for the Visual Arts
Art and Art History Department, AB 117
1250 Siskiyou Blvd.
Ashland, Oregon, 97520
541-552-6387
Fax 541-552-6564

PART I: CONTACT INFORMATION

Name of Organization SOU Computer Science Club

☒ University Event

☐ Off-Campus organization

☐ Cosponsored by University

If co-sponsored, name of University Dept. Computer Science & Office of Student Belonging

Authorized Representative Jessica Haywood

Title Belonging and Engagement Coordinator

E-mail Address haywoodj@sou.edu

Mailing Address SU 312

Phone 541-552-8827

PART II: EVENT INFORMATION

Facility Requested Meese Auditorium

Name of Event SOU Computer Science Club Public AI Forum

Date(s) April 9, 2025 Anticipated Attendance 150

Please provide a brief description of the event: _____

Q/A forum re: AI. Open to the public.

Event Start Time: 4:00 PM Event End Time: 6:00 PM

Set-Up Time: 3:30 PM Tear-Down Time: 6:30 PM

Is there an admission fee? ☐ Yes (attach fee schedule) ☒ No

Is the event open to the public? ☒ Yes ☐ No

Is the event directly related to SOU academic course work? ☐ Yes ☒ No

If yes, in what capacity? _____

If yes, is there a sponsoring department and if so, which? _____

Will you need use of the lobby area immediately outside of the auditorium? ☒ Yes ☐ No

Will there be food or beverages served in the lobby or building exterior? ☒ Yes ☒ No
(Food and beverages are not permitted in the auditorium.)

Will you be serving beer and/or wine? ☐ Yes ☒ No

They will have pizza.



(Only beer and wine are permitted and only in the indoor lobby area with prior approval.)

If yes, what approx. percentage of attendees will be under age 21? _____%

If yes, will students be present at the event? ☐ Yes ☐ No

If yes, what approx. percentage of attendees will be students? _____%

There is no free parking on campus. Please indicate the estimated number of vehicles parked on campus for your event: 25

PART III: SET UP

Please specify in detail the intended set up for the event including use of the stage, tech equipment and lobby area (if applicable):

Projector, HDMI plugin, 2 wireless mics, speakers for mics

CVA does not provide equipment, materials, or coordination for catering, receptions, set-up, tear down, cleaning, tables, etc. User must clean up all areas of Meese Auditorium and lobby after use.

PART IV: TERMS

Insurance

Off-campus users must attach a certificate of insurance. The standard liability insurance amount is \$ 2,000,000. SOU's Risk Management Office may alter the amount of insurance required based on the potential risk of the event.

Security

The University will determine if security is required. The payment for security shall be the responsibility of the sponsoring individual or group.

Terms

This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by all parties. There are no understandings, agreements or representations, oral or written, not specified herein regarding this agreement. Parties, by the signature below of their authorized representatives, hereby acknowledge that each has read this agreement and agrees to be bound by its terms and conditions. This agreement supersedes any previous agreement between SOU and the user.

Food

No outside food or beverages may be brought into the CVA. The lessee may contact A'viands for catering. The lessee will be responsible for any scheduling, set up, clean up and payment of catering services. See <http://campus-dining.com/my-campus/sou/contact-info>

Hold Harmless

The **LESSEE** agrees to indemnify and hold harmless the **UNIVERSITY**, its officers, agents, and employees from all liability claims, suits, and other proceedings arising out of, or in any manner related to, the **LESSEE's** event/activity.

Holidays, Scheduled Maintenance and Inclement Weather

The lessee agrees that this use agreement may be subject to a Facilities Closure Schedule during holidays and scheduled maintenance. In the event that campus is closed or has a delayed opening due to inclement weather, any reservations scheduled during those times will be automatically cancelled. No events shall take place when the campus is closed.

Obligations of the University

UNIVERSITY agrees to provide the Meese Auditorium during the regular University calendar, with exceptions by mutual agreement, to include the following:

- a. All utilities under this agreement to include heat, lights and water.
- b. NOTE: The Meese Auditorium does not provide technical support for any scheduled events. For a brief tutorial of tech equipment operations, you may schedule a time to meet with the CVA Building Manager at 541-552-6387 at least 48 hours in advance of the event.

UNIVERSITY shall not be responsible for delays or failure to perform caused by mechanical failure, any acts of God, strikes, or other cause beyond its reasonable control.

Obligations of the Lessee

LESSEE will receive and care for all buildings and furnishings herein stated and will return to the **UNIVERSITY** such facilities in good condition with no more than reasonable wear to be expected to take place while in normal use during the event. **LESSEE** shall be responsible for general cleaning after each rental.

In addition, **LESSEE** shall:

- a. Provide all ushers and other personnel.
- b. Provide appropriate liability insurance protection to all participants, staff, volunteers, audience members, or others in the auditorium.
- c. Reimburse the **UNIVERSITY** for any damage to building and equipment committed by participants, staff, volunteers, audience members, or others in the auditorium.
- d. Administer the sale of tickets to attendees (if applicable).
- e. Enforce the rules of use, including, but not limited to:
 - Seating beyond the hall's capacity of 156 is not permitted.
 - Seating in the aisles is not permitted.
 - Persons may not stand by the doors or in doorways.
 - Confetti, pyrotechnics, helium-filled balloons, tape, stickers, paint, and markers may not be used in the auditorium or lobby area, or applied to the flooring or wood paneling.
- f. Reimburse the **UNIVERSITY** for the **LESSEE** portion of **LESSEE** charges for any repairs not considered routine maintenance and deemed necessary by the **UNIVERSITY** to meet OUS standards, State laws and OSHA requirements.
- g. Food and beverages are not permitted inside the auditorium.
- h. Payments for one-time use are due prior to the event. Payments for on-going use will be billed monthly.
- i. Ensure that hallway and exterior noise be kept to a minimum to prevent disrupting classes or other events.

Payment

The total rental price for the use of the above facilities for the term of this agreement, with conditions herein stated, shall be \$ \$150.00.

For SOU departments or groups, indicate the Index Code to be charged: 1912CC 5708AT

For multi-use rentals, payments in the amount of \$ N/A shall be due on the 10th of each month.

Payment shall be made to Southern Oregon University, with a reference or memo to the Meese Auditorium contract and returned to the CVA Building Manager with this completed agreement.

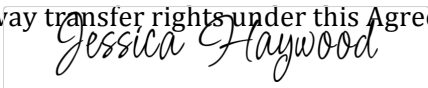
Late Payments

If full payment for rental is not received prior to an event, auditorium access will be terminated.

PART V: SIGNATURES

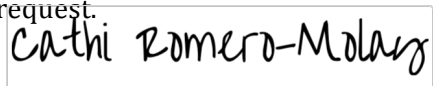
Lessee Signature


I, as the authorized representative of the requesting organization (**LESSEE**), have read, understand and agree to abide by the above terms and conditions and those in the SOU Facilities Use Policy and Facilities Use Agreement. I understand that I may not assign or in any way transfer rights under this Agreement to any other party.


Signature box SIGN 1R7KW6Q9-46XVWZKY Date Mar 13, 2025

University Signatures

I approve this request.


CVA Building Manager Signature box SIGN 4LWVZJ9K-46XVWZKY Date Mar 11, 2025


SOU VP of Finance and Administration (or designee) box SIGN 4W26Z5X1-46XVWZKY Date Mar 13, 2025

After signing, **LESSEE** should return completed document to the CVA Building Manager at:

Southern Oregon University
Cathi Romero-Molay, Performing Arts
1250 Siskiyou Blvd.
Ashland, Oregon, 97520

The CVA Building Manager will send the original document with dual signatures to:

Southern Oregon University
SOU Contracts Office, Churchill 122
1250 Siskiyou Blvd.
Ashland, OR 97520

The SOU Contracts Office will send copies of the fully executed document to:

- | | |
|---|---|
| <input type="checkbox"/> Facilities | <input type="checkbox"/> CVA Building Manager |
| <input type="checkbox"/> Campus Public Safety | <input type="checkbox"/> CAS Fiscal Officer |