

Odeum and Equipment-sharing

Letter of Agreement

Name: _____

Phone number: (_____) _____ - _____

Email address: _____

Student/Empl ID#: _____

Please fill out all parts of this form. Thank you!

Name of Event: _____ Date of Event: _____

Organization or individual sponsoring the event: _____

Event start time: _____ Event end time: _____ [the odeum **must** be fully vacated by **9pm**, including clean-up]

Brief event description: _____

I, _____, am checking out the following equipment:

- Portable PA system with PA stand, microphone, mic stand, and power/auxiliary cords
- Key to access chairs (locked at southeast end of building)

I am checking out this equipment on ___ / ___ / 20___, & will return it by ___ / ___ / 20___, at ___:___ AM/PM.

_____ I acknowledge that I am responsible for **carefully tending to these community items** and returning them in appropriate condition. Though I will be using these items in a group, **I am solely responsible** for minding their condition while they are under my temporary possession.

_____ I agree to be solely responsible for the final state of the Odeum space, which must be left in the condition I found it in or tidier (**no trash or lost & found items left behind**).

_____ In the case that the items are damaged, I will be **responsible for repairs and/or replacement**, in conversation with Hannah Ensor (Literary Director) and Tyler Meier (Executive Director).

_____ I acknowledge that anything else that I need for this event (including but not limited to: food, tables, non-alcoholic drinks, tablecloths, photocopies, cords for non-3.5 mm audio devices) will **not** be supplied by the Poetry Center.

_____ I acknowledge that there is to be **no alcohol** at this event *unless another UA department arranges for a UA alcohol permit and a hired bartender*. The Poetry Center will not sponsor any alcohol permits for events in the Odeum.

_____ In holding this event in the Poetry Center Odeum, I agree to **count the attendance** of my event (and record it on the back of this page) and report the final number to Hannah Ensor (Literary Director).

_____ I have reviewed the UA **Nondiscrimination and Anti-Harassment** Policy and acknowledge that this policy, along with **all other UA policies and procedures**, applies to this event.

Print name: _____ Signature: _____ Date: _____

Thank you for making good use of our odeum space. We're so glad to share it with you.



Hannah Ensor
Literary Director, Poetry Center

*****To be filled out post-event:*****

Number of people in attendance: _____

_____ I acknowledge that all equipment has been returned to where I got it from, and is in the same condition it was (including neatly-coiled cords) before I borrowed it.

_____ In returning this form I affirm that all the above acknowledgements were true at this event.