Odeum and Equipment-sharing
Letter of Agreement

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

Name: ____________________________________________
Phone number:    ( _______ )  _________ - _______________
Email address: ______________________________________
Student/Empl ID#: _________________________

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.