Hangar Atrium (Akerman Hall) Space Rental Use Agreement
For the Department of Aerospace Engineering and Mechanics
College of Science and Engineering, University of Minnesota
Departments, Staff and Students

This Agreement”) is entered into as of ____________, 20__, between the
Department of Aerospace Engineering and Mechanics and
__________________________________________
[Insert name of student group or CSE department] (Permittee).

1. Grant of permission. AEM grants permission to Permittee to use the Hangar Atrium in
Akerman Hall (the Facility) solely for the following purpose(s):
___________________________________________________________________________

Permittee shall use the Facility in accordance with the Terms and Conditions of this
Agreement, all University policies and rules, the Rules for Use attached to this Agreement
and all federal, state and locals laws, ordinances, rules and regulations.

2. Date(s) and Time(s) of Event:
___________________________________________________________________________

3. How much time ahead and after do you anticipate you will need for setup and cleanup after
the event:_________________________________________________________________________

Permitted uses are limited to 8 hours or less.

4. Fee and Deposit.

Fee. Permittee shall pay a University a fee of $ _____________ for use of the
Facility. The Fee is refundable if cancellation notice is received at least 48 hours
before the Event. Failure to cancel or a cancellation received within 48 hours will
result in a $50 cancellation fee.

5. Utilities and Services. Permittee agrees to leave the Facility in the same, or better condition
as that existed prior to the Event. Permittee’s misuse of the Facility during an Event may
result in an additional charge for professional cleaning and administrative services and, depending upon the severity, Permittee may be denied use of the Facility in the future. The AEM department does not provide any equipment or additional furniture, other than what is in the Hangar Atrium. Please see Rules for Use for further explanation.

6. Food. If food is to be served at Event, the User may arrange for catering or deli services with the caterer of its choice, provided the selected caterer is licensed through the Minnesota State Department of Health and obtains a permit from University’s Department of Environmental Health and Safety. Permittee is not allowed to bring in and serve food unless approved by the University Department of Environmental Health & Safety.

7. Alcohol. Permittee and/or its caterer may not serve or sell alcoholic beverages at the Facility, unless Permittee receives authorization from the University’s Office of Risk Management, containing terms and conditions as University, in its sole discretion, deems advisable.

8. Personal Property. Permittee is responsible for loss of or damage to any personal property of Permittee, its guests, agents, employees or invitees, located within the Facility before, during or after the Event.

9. License only; Remedies. AEM may revoke this Agreement and terminate this Agreement if Permittee does not comply with the Terms and Conditions of this Agreement.

I agree to the above Use Agreement and have read the Rules of Use available at http://www.aem.umn.edu/hangar/reservations.shtml:

____________________________________  ______________________________________
User Name: (please print)  Phone

____________________________________  __________________________
User Signature  Date

____________________________________  ______________________________________
E-mail Address  Department

____________________________________  ______________________________________
Type of event  EFS Account String(1 only)

2
AEM Space Use Rental Agreement was reviewed and approved by the Office of General Counsel & the Real Estate Office, November 2011.
Provide a non-sponsored account. If a sponsored account is provided, agreement will need to be signed by a Certified Approver for the User Department who is verifying that it has been budgeted and justified in the sponsored account provided (1).

ADDITIONAL REQUIRED SIGNATURES:

__________________________________________________________________________

Sponsored: Certified Approver Signature  Date:

Department Authorized Signature ____________________________________________

________________________(date)

Print Name of Authorized Signature & Provide Contact Info.

User Departmental Accountant Name & Contact Information:

__________________________________________________________________________

==================================================================================================

AEM RESERVATION REQUEST NO.

__________________________________________________________________________

AEM Department Head/Administrative Director  Date

3 AEM Space Use Rental Agreement was reviewed and approved by the Office of General Counsel & the Real Estate Office, November 2011.
Exhibit A
Hangar Atrium Space Rental Agreement

Fee Schedule
$100/hour
Minimum: 2 hours/$200

The following must be arranged by the User:
Use of space beyond times indicated
AV/Technical assistance or equipment
Additional tables/chairs

Supplying of food/check-in tables
Staffing of Facilities Management if after hours
Setup and Cleanup

SEE ALSO RULES FOR USE OF HANGAR ATRIUM SPACE AT:
http://www.aem.umn.edu/hangar/reservations.shtml

Rules for Use must be followed by the user for this space rental agreement.