**A logo of an eagle with a pen in its mouth

Description automatically generated**

LCOOU Facility Use Agreement

Hours of operation: Mon-Thurs 7:30am – 7pm & Fri 7:30am – 4:30pm

**Name of Organization/Person: Click here to enter text.**

**Address & Telephone Phone: Click here to enter text.**

**Emergency Phone number: Click here to enter text. E-mail address: Click here to enter text.**

**Date(s) of Use: Click here to enter text. Hours needed: Click here to enter text.**

**Description of Activity: Click here to enter text.**

**How many attending**: Click here to enter text.

**Room Set-Up: Click here to enter text. How do you want the chairs arranged, will you need tables and chairs or only chairs?: Click here to enter text.**

**Auditorium: ☐ Cultural Center: ☐ Other Room: Click here to enter text.**

**List I.T. /Equipment needed: Click here to enter text.:**

**Do you need access to computer(s)?: Click here to enter text.**

**Food:** **Yes  No  (If yes Catering menu will be emailed to you)**

**Outside Event/Room Requested: Click here to enter text.** **Room Set-up: Click here to enter text.**

**NOTE:** C**hildren are not allowed in the facilities without adult supervision** at all times.

THE UNDERSIGNED AGREES TO INDEMNIFY, SAVE, AND HOLD HARMLESS THE LAC COURTE OREILLES OJIBWE UNIVERSITY, ITS BOARD OF REGENTS, OFFICERS, AGENTS, AND EMPLOYEES FROM ANY ACCIDENTS, INJURY CLAIMS, DAMAGE, ACTION, CAUSE OF ACTION, JUDGEMENT, OR LIABILITY OR ANY TYPE ARISING DIRECTLY OR INDIRECTLY FROM THE USE OF LCOOU’S PROPERTY.

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 Requestor Date

**SPECIAL NOTE:**

It is the policy of this University to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen University interruption, the University reserves the right to close the facility. Should this occur, employees and visitors are encouraged to listen to radio broadcasts, check local weather stations, check our website ([www.lco.edu](http://www.lco.edu)), or our Facebook page (https://www.facebook.com/LCO) during periods of adverse weather to find out if the facility is open or closed on a given day. The University usually makes a decision by 6:30 a.m. during periods of such inclement weather. Please make sure you include a phone number where you are reachable at all times of the day if an unanticipated occurrence happens.