

Governing Regulations - Campus Facilities Outreach Program

An authorized agent for the organization requesting the use of university facilities must sign this form and the Facilities Request Form, not forgetting to initial footnote #4 on the reverse side of the Facilities Request Form. They should be returned immediately thereafter to the Office of Professional Development, School of Continuing Education, Eastern Connecticut State University, 83 Windham St. – Shafer Hall, Willimantic, CT 06226-2295, Attn: Victoria Lorenzen.

1. A certificate of at least one million dollars public liability and property damage Insurance on the requested facilities must be submitted with this application at least two weeks prior to the start of the usage period.
 - This form must be submitted to the insurance company and be attached to the Certificate of Insurance.
 - A comprehensive form of general liability insurance covering bodily injury and property damage combined, with a limit of at least one million dollars for the protection of interests of the State of Connecticut and Eastern Connecticut State University, must be provided.
 - The State of Connecticut and Eastern Connecticut State University must be entered on the certificate of insurance as "insured" in addition to the organization renting the facilities.
 - The insurance company must waive governmental immunity as a defense. The insurer must protect the State of Connecticut and Eastern Connecticut State University as if they were not sovereign.
 - The insurance must be in force for the entire usage period.

2. It shall be the duty of the person granted a permit to ascertain and abide by any special rules pertaining to University property.

3. The organization will be charged for damages and services rendered by maintenance personnel, campus police, and other applicable department.

4. State regulations mandate that smoking is prohibited during meeting and other public activities. In addition, smoking is prohibited in all state buildings.

5. If alcohol is to be sold at the event, an Alcohol Permit is required. The requesting organization must purchase Dram Act Alcohol Liability Insurance and submit a certificate of such insurance (with your public liability and property damage insurance certificate) at least two weeks prior to the event.

6. If alcohol is used (but not sold) the requesting organization must purchase Host Liquor Liability Insurance and submit a certificate of such insurance (with your public liability and property damage insurance certificate) at least two weeks prior to the event.

7. Any group using Eastern Connecticut State University facilities must obtain any and all applicable licenses required by the State of Connecticut. Copies of licenses must be filed with the Office of Professional Development, School of Continuing Education, Eastern Connecticut State University.

Signed: _____
Authorized Agent for Requesting Organization

Date: _____