



**UNCW DEPARTMENT OF MUSIC FACILITY USE AGREEMENT
FOR UNCW STUDENT ORGANIZATIONS AND GROUPS**

The UNCW Department of Music is pleased to provide use and access of their facility to users affiliated with the music department, and/or whose event is linked and/or supportive of the department's academic mission.

This is your confirmation and facility use agreement letter. Please review it for accuracy, make changes as necessary and return signed copy to the UNCW Department of Music.

Unless we hear from you, we will assume that the event will proceed as listed here. **You may be subject to suspension of privileges if you do not show up for your event and did not cancel within 48 hours of the event by contacting Ann Seymour. at 910.962.3415 or seymoura@uncw.edu and your faculty sponsor.** Please include your full name, major, and cell number in all emails and voice messages. Additional conditions may be added for any weekend event requested.

The Department of Music reserves the right to make substitutions in room reservations or move a group to another area subject to availability. Use is subject to availability: departmental events scheduled will supersede the agreement use, as long as users are given a one-week notice. If you have any questions, please contact Ann Seymour .

FACILITY USE AGREEMENT

This Use Agreement is made and entered into on the below written date between the University of North Carolina Wilmington ("UNIVERSITY") and the party named in this agreement.

Whereas UNIVERSITY owns or operates, or lawfully controls the use of, this facility located at 601 South College Road, Wilmington, North Carolina ("FACILITY") described below, and USER desires to use said FACILITY, UNIVERSITY agrees to make said FACILITY and no other available to USER at the date(s) and times(s) and for the purposes referenced below and no other, and in consideration for being permitted to use FACILITY for the stated purposes, USER agrees to abide by the terms and conditions set out in this agreement.

FEES, TERMS AND CONDITIONS

All student users require the approval of a Music faculty sponsor in order to confirm and reserve facility space in the Cultural Arts building, including the lobby. Faculty sponsors sole responsibility is to provide access to the facility space requested, and to secure the space upon completion of its use.

USER agrees to take responsibility for the following rooms _____
on the date(s) of _____
from (please time needed for include set up and striking) _____
for the purpose of _____

In addition, the USER agrees to:

- Replace any items that may be damaged during the use of the rooms, or missing from the room's inventory after its use.
- **All rooms have a permanent set-up.** Arrange room furniture back to original position (i.e., as positioned prior to the room's use) once USER is finished.
- Not allow participants of the event to bring food and/or drink in any of the rooms.

Student music groups meeting in Department of Music spaces will have meeting privileges in Music spaces or shared spaces suspended indefinitely should any of the rooms approved for use be left with trash, equipment out of place, or with doors unlocked or propped open.

Any Music major or minor who allows groups into the Department of Music's ID-access practice hallway will be denied any further access to the hallway, and will be allowed use only of the public practice rooms for his/her personal practice time. Large groups are not allowed in public practice rooms, nor are large groups allowed to break into smaller numbers in order to monopolize public practice rooms.

Please read this agreement in its entirety, fill out, sign and submit to your faculty sponsor. You will be notified regarding the status of your request.

User's Authorized Student Representative SIGNATURE

Department of Music sponsor SIGNATURE

Student representative's name and major/minor PRINT

Department of Music sponsor PRINT

E-mail address

Sponsor's e-mail address

Day phone

Cell phone

Sponsor's day phone

Cell phone

Name of organization / group PRINT

Department of Music chair SIGNATURE

Date