Facility Use Agreement System

Information to Gather Before you Complete the Intake Form

(10/29/2024)

Information about you (the "Originator")		
Your name, net ID, title, department, department PO Box #, and email address		All agreement types
Information about the Licensee		All agreement types unless otherwise noted
Entity name	Use the **full legal name** of the entity. For example: • Not "GE" but "General Electric Company" • Not "Wiggin and Dana" but "Wiggin and Dana LLP" You can usually find the full legal name of an entity on a website in the footer area or "about us" or "contact us" page. If all else fails, ask them.	
Business type	Is the licensee a corporation, a limited liability company, a limited partnership, an individual, sole proprietor, a nonprofit, or something else? If you don't know, ask them.	
State of Organization	For all business types except "Individual" provide the US state where the entity has registered itself. If you don't know the answer, check the entity's website or ask them.	
Address of licensee	street, city, state, zip, country	
Tax ID number	For an entity, this is their EIN; for an individual, this is their SSN. These are ID numbers issued by IRS.	
Licensee contact name, title, cell phone, and email	This is the person **who will sign the agreement** on behalf of the licensee. **Please make sure you put in their email address. The system will send the request for signature to this email address**. For some agreements, you will have the option of adding a licensee designate (an additional name of someone representing the licensee).	
Contract Due Date	Date agreement must be returned with Initial Deposit	YC&E Summer Contracts only
Exhibit A Details: This attachment is a description of what the facility will be used for and this information will populate Exhibit A of the agreement. The fields for this section may vary somewhat depending on the facility use agreement type. Most fields are required for all agreements (see third column).		
Event name	Short name for use of the facility (e.g., "Garden Club Meeting" or "Youth Soccer Practice")	All agreement types
Location name or Premises	Enter the name of the building, room, field, or premises to be used.	All agreement types
Rental use	Description of what the facility will be used for (including the name of the program)	All agreement types *except* Athletics

Dates and the start and end times each day of use	For multi-day events, use the "add" button to add additional days	All agreement types
Equipment and services to be used		All agreement types
Payment structure	How much is required at deposit, is there a facilities fee, a services fee, an administrative fee, and how much for each?	All agreement types
Number of people who will attend/ participate in the program		Athletics and OEC agreement types only
Number of spectators		Athletics and OEC agreement types only
Youngest age of participants		Athletics and OEC agreement types only
Oldest age of participants		Athletics and OEC agreement types only
Term (e.g., spring, summer, fall) and Year	When the event takes place: for example, Spring 2025	Athletics agreements only
The name and address that the licensee would want any notices to be sent to		All agreement types
Early Arrival and Late Departure Dates		YC&E agreements only
Exhibit B: these are the rules and regulations for use of your facility. **This should be uploaded by you as a word document**.		
Other Exhibits (primarily for Athletics agreements)		
Exhibit C-1 and C-2		Athletics agreements only
Exhibit D & E	Note that due to the format of Exhibit E, we recommend you convert both docs into a single PDF and upload them at once.	Athletics agreements only
Exhibits A, B & C		YC&E agreements only