

**CHATFIELD COLLEGE
PERMIT AGREEMENT**

By and between **Chatfield College**, an Ohio corporation not-for-profit, with offices at 20918 State Route 251, St. Martin, OH 45118 (hereafter "College") and Name _____, (hereafter "Permittee").

Organization _____, Address _____,

City _____, State _____, Zip Code _____,

Phone _____ and Email Address _____.

1. Facilities – College hereby agrees to provide Permittee the use of the following facilities, pursuant to the terms of this permit.

_____ St. Martin Campus

_____ Over-the-Rhine Campus

For the event (hereafter "Event") as herein described: _____

2. Terms – Permittee shall have the use of the above-described facilities from _____ a.m./p.m. until _____ a.m./p.m. on _____.

3. Use of Facilities – The facilities are to be used by Permittee solely for the Event. Permittee is solely responsible for any damages incurred to the contents and structures of Chatfield College and/or The Ursuline's of Brown County.

CHATFIELD COLLEGE IS A SMOKE FREE INSTITUTION and Permittee agrees to adhere to and enforce this policy.

4. Rent and Other charges – Permittee shall pay the following for use of the above facilities.

Rental \$ _____

Security Deposit \$ _____

All deposits are due at the time of booking. The rent fee is due 30 days prior to the Event.

5. Materials – The following materials shall be supplied by the College: _____
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6. Certificate of Liability Insurance – Permittee agrees to procure and maintain any and all insurance coverages requested under this Permit covering all individuals acting under the direction and at the instruction of Permittee during the Event. The amount of such insurance shall be no less than \$1,000,000 per occurrence / \$3,000,000 aggregate. Permittee agrees to add Chatfield College and Ursuline's of Brown County as an additional insured on any and all policies, at Permittee's sole cost and to provide a certificate of liability insurance at least 30 days prior to the Event.

7. Permittee covenants and agrees to indemnify and save harmless the College, the Ursuline's of Brown County and their respective officers, director, trustees, members, employees, agent and assigns from any and all claims, demands, actions, and causes of actions which may be made or filed against the College and the Ursuline's of Brown County as a result of any injuries to person or property arising out of any and all acts or omissions of Permittee, its agents, servants, and employees and said indemnity shall also include, but not be exclusive of, expense and attorney's fees that may be incurred by the College as a result of the afore described acts or omissions.

Chatfield College _____ **Date** _____

Permittee _____ **Date** _____

**Please return one copy of the permit with a check for the rental fee and security deposit to:

Chatfield College
c/o David Powell / Facilities Manager
20918 State Route 251
St. Martin, OH 45118

Phone: 513-875-3344, Ext. 134
Email: david.powell@chatfield.edu