



Snider Agricultural Arena Facilities
Reservation and Agreement Form

Name of PSU Unit or Organization: _____
 Person in Charge: _____ Telephone: _____ Email: _____
 Complete Address: _____ State: _____ Zip: _____
 On-site Contact Name: _____ Cell No. _____

Requested Dates and Times for Facility, include set-up and clean-up:

Required Dates of Use:			
From: _____	_____	To: _____	_____
(Date)	(Time)	(Date)	(Time)
Dates and Times Public Invited to Attend:			
From: _____	_____	To: _____	_____
(Date)	(Time)	(Date)	(Time)

Is the event a fundraiser? _____ If yes, organized University co-sponsor: _____
 Facilities Requested: ___Arena ___Conference Room ___Mezzanine ___S. Holding Barn ___N. Holding Barn
 Estimated Fee (see fee schedule below) _____
 Anticipated Attendance _____ Are you charging a fee? _____ If yes, \$ _____
 Will food be served? _____ If yes, Accepted Caterer's Name _____
 How will your event be advertised on the Ag Arena Marquee (15 letter limit)? _____

Please contact Trish Shaw at (814) 865-4433 to arrange a time to discuss specific requirements for your event several months in advance of your event. Please make arrangements to obtain the Ag Arena key(s) at the Farm Services Building during normal business hours, 8:00 am – 4:30 pm.

You have been informed of and understand that a deposit of \$10.00 (per key) is required to obtain keys to the Agricultural Arena. Failure to return keys will result in forfeiture of the deposit. You are responsible for the security of the facility while possessing the keys.

User Site/Facility Fees

College of Agricultural Sciences Events – No Rental Fees Assessed

All other Users	First Day	Additional Consecutive Day
Arena	\$300.00	\$150.00
Holding Barns (Each)	\$150.00	\$ 75.00
Conference Room	\$ 75.00	\$ 45.00
Mezzanine	\$ 75.00	\$ 45.00
Pantry	\$ 25.00	\$ 15.00
Labor Rates	\$ 30.00/hr.	\$45.00/hr. (Overtime)

Event Coordinator Signature

Facility Signature

Conditions of this Agreement

- All functions must be educational and agriculturally related according to the mission of the College of Agricultural Sciences.
- Groups must comply with all University policies.
 - a. Policies including those related to health and safety, events, and use of agricultural facilities.
Reference: <https://policy.psu.edu/policies/ad21>
 - b. User Groups involving minors must provide adequate supervision, meet guidelines, and follow policies.
Reference: <https://policy.psu.edu/policies/ad39>
 - c. Policy on Sale and Serving of Food and Beverages at University locations.
Reference: <https://purchasing.psu.edu/vendors/caterers>
- Non-University groups must complete and sign Penn State's **Ag Arena Site Indemnification Agreement** and return it completed to our office at least 2 weeks prior to the event. A **current certificate of insurance (COI)** for the user group must be provided naming "The Pennsylvania State University" as an additional insured for general liability of \$1 million and does not expire prior to the date of facility use. A sample of a COI may be provided for your insurance company's reference.
- Parking – ALL groups must consult with Farm Services to coordinate parking arrangements for events.
- Alcoholic beverages are prohibited unless the appropriate University approvals and forms have been processed and supported by departments within Penn State.
Reference : <https://guru.psu.edu/forms/8-25PermissionToPossessUseAlcoholicBeverages.html>
- Only **accepted caterers** may service events on University property, see the Risk Management website for a current listing. **No exceptions.**
Reference: <https://purchasing.psu.edu/vendors/caterers>
- No open flames, including candles, bonfires, etc., are permitted on university property.
- User Responsibilities: Tables and chairs should be cleaned and returned to proper storage. All supplies used for each function must be removed at the conclusion of the event. Clean refrigerator and freezer, if used, and wipe all counters. Review Clean Up Checklist and complete items as required. Remove all leftover food and drink and take all trash (including kitchen) to dumpsters.
- Livestock groups are responsible for all clean-up tasks, including manure and bedding disposal. Permission and protocol to bring animals on the grounds must be reviewed by the University Veterinarian at least 30 days in advance of the event (unless previous arrangements have been approved by management).
- Users are responsible for following all regulations and for informing their guests of regulations. Failure to comply may result in additional billing for any resulting costs and damages.

I agree to the above conditions (print and sign name clearly above)

Date

Return signed documents to:

Attn: Trish Shaw

Penn State University

Rm 1 Farm Services Building

University Park, PA 16802

814-865-4433 814-865-0443 (fax)

agarena@psu.edu