



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 <u>Public Invited to Attend</u>:			
From: _____	_____	To: _____	_____
(Date)	(Time)	(Date)	(Time)

Is the event a fundraiser? _____ If yes, organized University co-sponsor: _____

Facilities Requested: Arena Conference Rm Office Mezzanine Pantry S. Holding Barn N. Holding Barn

Estimated Fee (see fee schedule below) _____

Anticipated Attendance _____ Are you charging a fee? _____ If yes, \$ _____

****** See page 2 for Conditions of this Agreement ******

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.
- **ALL** Groups must comply with University policies.
 - a. Policies include those related to health and safety, events, and use of agricultural facilities. Reference Policy AD21: <https://policy.psu.edu/policies/ad21>
 - b. User Groups involving minors must provide adequate supervision, meet guidelines, and follow policies. Reference Policy AD39: <https://policy.psu.edu/policies/ad39>
- **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. Reference: <https://agsci.psu.edu/ag-arena/forms>
- **Parking** – **ALL** groups must consult with Farm Services to coordinate parking arrangements. Users of the parking area located at the Ag Arena are required to pay for parking. There are several methods to accommodate the needs of your specific event. Event coordinators are required to plan for their parking needs. Contact Transportation Services at (email) parking@psu.edu or (phone) 814-865-1436.
- **Alcoholic beverages are prohibited.**
- **Sale and serving of food and beverage** - Policy AD26: <https://policy.psu.edu/policies/ad26>)
PSU Procurement Catering Office: <https://procurement.psu.edu/caterers>
Food should be prepared in advance and served from pantry area. No onsite cooking permitted. The use of barbeque grills is permitted, but appropriate guidelines are required. See Facility Manager for more information. **Caterer must possess a PA Department of Agriculture License and a copy provided to Ag Arena Mgmt.**
Interest in using a food truck – event must work with our PSU contact at abshfspurch@psu.edu.
- **Commercial Sales** – Policy AD27: <https://policy.psu.edu/policies/ad27>
- **Signage** – Flyers and signs are permitted only on approved outdoor locations. The Ag Arena marquee, located on Park Avenue, is the only method of advertising approved.
- 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. University Veterinarian is: Jacob Werner V.W.D. Email: jrw140@psu.edu
- 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