

**Letter of Agreement Regarding Use of
University of Arizona
At the Santa Rita Experimental Range
by Outside Organizations**

Please check availability of facilities prior to filling out this form by calling the Campus Ag Center office at (520) 621-3246, or by e-mail: "hiemstra@cals.arizona.edu" Approval of this agreement is not guaranteed unless signed off by both the Director of the Tucson Area Agricultural Centers and the Arizona Board of Regents' Contracting Officer. Mail completed form and proof of insurance at least 20 days prior to arrival. Mail to: Director, Campus Ag Center, 4101 N Campbell Avenue, Tucson, AZ 85719.

Date

The Arizona Board of Regents, on behalf of The University of Arizona College of Agriculture, hereby authorizes _____, hereinafter called the User,

(Name of Organization)

the portion of the Tucson Area Agricultural Center designated below only for

(Purpose)

from _____ to _____. Estimated number

(from date)

(to date)

of participants _____ Estimated livestock _____.

(Number and Species)

Estimated time of arrival: _____

Please check the facilities requested:

Santa Rita Experimental Range: (Cabin Rental Rates are \$25.00/per person for 1 night stays, and \$20.00 per guest per night for 2 or more nights):

_____ Bunkhouse (sleeps 15)

_____ Martin House (sleeps 5)

_____ Cabin A (sleeps 4 to 6)

_____ Cabin B (sleeps 2)

_____ Picnic Area

_____ Other (specify) _____

Will food be served at this event? Yes _____ No _____

(*If food is sold (i.e. lunch) or cost included in a registration fee, a Pima County Health Department Temporary Food Service Permit is required.)

_____ Copy of permit is enclosed.

_____ Food provided, but not sold; permit not obtained.

User contact person (for lease) _____, Phone _____

1. The User agrees to exercise due care in the use of said facility, and at the end of said event, return the premises in as good condition as when received. User will be responsible for damage as outlined below.
2. The User agrees to indemnify and hold harmless the Arizona Board of Regents, The University of Arizona, its employees, and agents for any claim, damage, loss or expense arising from the use or misuse of said facility. The obligation shall not extend to losses attributable to the sole negligence of The University of Arizona.
3. The User agrees to comply with all State and local codes and regulations that may be applicable to the event. This includes but is not limited to compliance with the Arizona State Fire Code and orderly evacuation of facilities in the event of an emergency.
4. NO DOGS ALLOWED.
5. The User shall obtain Commercial General Liability insurance to cover said event. Limits of this insurance shall not be less than one million dollars Per Occurrence and two million dollars General Aggregate. The User shall provide a Certificate of Insurance to the facility owner no later than 48 hours prior to any use of said facility. **The Certificate must indicate that the CGL Policy has been endorsed to name as additional insured: The State of Arizona, Arizona Board of Regents, and the University of Arizona.** Insurance Certificate requirements are located at this link:
<http://www.ag.arizona.edu/aes/cac/insurance-req.htm>
6. Use of alcohol is prohibited on all facilities. Smoking is prohibited in all buildings and may be limited to specific areas based on fire hazards or other considerations.
7. User's agree to provide supervision of all minors and animals using facilities.
8. The User agrees to reimburse The University of Arizona for any necessary expenses, attorney's fees, or costs incurred in the enforcement of any part of this agreement.
9. The parties agree to bound by applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination.
10. This Contract is subject to the provisions of A.R.S. 38-511 and the State of Arizona may cancel this contract if any person significantly involved in negotiating, drafting, securing or obtaining this contract for or on behalf of the Arizona Board of Regents becomes an employee in any capacity of any other party with reference to the subject matter of this contract while the contract or any extension hereof is in effect.
11. The User agrees to reimburse any expenses incurred by the Tucson Area Agricultural Centers in support of the use of these facilities.
12. The User will not tape signs to any painted surfaces, including fence posts, and railings.

Authorized by: _____ Date: _____

Stephen H. Husman, Director
Tucson Area Agricultural Centers

Arizona Board of Regents on behalf of "The University of Arizona"

By: _____ Date: _____

Contracting Officer

The conditions of this Letter of Agreement are understood and accepted

Name of Organization

Address: _____

By: _____

Print Name

Signature

Date: _____

Title (if applicable)

**PLEASE RETURN TWO COPIES OF THIS CONTRACT WITH ORIGINAL
SIGNATURES ON EACH ONE TO:**

**Campus Agricultural Center
4101 N. Campbell Ave
Tucson, AZ 85719**

<http://ag.arizona.edu/aes/cac>