

**Letter of Agreement Regarding Use of  
University of Arizona Tucson Area Agricultural Centers Facilities  
at 4101 N. Campbell Ave, Tucson, AZ 85719  
by Outside Organizations**

Please check availability of facilities prior to filling out this form by calling the office at (520) 621-3246, or by e-mail: [hiemstra@cals.arizona.edu](mailto: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 facility use.**

**Mail to:**

Stephen H. Husman, 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, the portion of the

(Name of Organization)

Tucson Area Agricultural Center designated below only for \_\_\_\_\_

(Purpose)

for the period of \_\_\_\_\_AM/PM to \_\_\_\_\_ AM/PM on \_\_\_\_\_.

(Date)

Estimated number of participants \_\_\_\_\_. Estimated livestock \_\_\_\_\_.

(Number and Species)

Please check the facilities requested: Campus Agricultural Center (4101 N. Campbell Ave, Tucson, AZ)

**\_\_\_\_\_ Covered Arena (Grandstand seats ~ 450)**

\_\_\_\_\_ Microphone

\_\_\_\_\_ Arena preparation (list needs)

\_\_\_\_\_ Lights from \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM

**NON PROFIT ORGANIZATIONS:** \$150.00 per day, lights @ \$7.00/hr., a \$75.00 refundable cleaning deposit, plus any labor provided by TAAC Staff.

**FOR-PROFIT ORGANIZATIONS:** \$350.00 per day, lights @ \$7.00/hr., a \$75.00 refundable cleaning deposit, plus any labor provided by TAAC Staff

**FOR ANY ORGANIZATION CHARGING ADMISSION FEES, THE SAME RATES APPLY, PLUS 5% OF THE ADMISSION REVENUE.**

**\_\_\_\_\_ Meat Lab Auditorium (Seats ~ 150)**

**NON-PROFIT ORGANIZATIONS:** \$150.00 per day, plus \$75.00 refundable cleaning deposit, plus any labor provided by TAAC Staff.

**FOR-PROFIT ORGANIZATIONS:** \$350.00 per day, plus \$75.00 refundable cleaning deposit, plus any labor provided by TAAC Staff.

**FOR ANY ORGANIZATION CHARGING ADMISSION FEES, THE SAME RATES APPLY, PLUS 5% OF THE ADMISSION REVENUE.**

**(\*Note: Use of audio visual equipment must be obtained by Meat Lab Manager prior to event. Call 318-7021 for equipment reservation)**

**\_\_\_\_\_ Modular Classroom (Seats ~ 50)**

*Non-Profit Organizations: \$30.00, plus \$50.00 refundable cleaning deposit*

*For-Profit Organizations: \$50.00, plus \$50.00 refundable cleaning deposit*

**Please Note: A \$90.00 cleaning fee will be charged to groups who fail to clean up after themselves.**

**FOR ANY ORGANIZATION CHARGING ADMISSION FEES, THE SAME RATES APPLY, PLUS 5% OF THE ADMISSION REVENUE.**

**\_\_\_\_\_ Pavilion (Grandstand Seats ~ 150)**

*Non-Profit Organizations: \$50.00, a \$50.00 refundable cleaning deposit, plus any labor provided by the TAAC Staff  
For-Profit Organizations: \$100.00, a \$50.00 refundable cleaning deposit, plus any labor provided by the TAAC Staff*

**FOR ANY ORGANIZATION CHARGING ADMISSION FEES, THE SAME RATES APPLY, PLUS 5% OF THE ADMISSION REVENUE.**

**\_\_\_\_\_ CEAC Conference Room (Seats ~60)**

*Non-Profit Organizations: \$100.00, plus \$100.00 cleaning deposit, plus any labor provided by the TAAC Staff  
Not available for "For Profit" organizations.*

**\_\_\_\_\_ 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 \_\_\_\_\_

U of A Faculty contact \_\_\_\_\_, 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. The User shall obtain Commercial General Liability insurance to cover said event. Limits of this insurance shall not be less than one million dollars. 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://cals.arizona.edu/aes/cac/insurance-req.htm>
5. 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. No overnight camping.

6. User's agree to provide supervision of all minors and animals using facilities.
7. 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.
8. The parties agree to bound by applicable state and federal rules governing Equal Employment Opportunity and Non-Discrimination.
9. 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.
10. The User agrees to reimburse any expenses incurred by the Tucson Area Agricultural Centers in support of the use of these facilities.
11. The User will not tape signs to any painted surfaces, including fence posts, and railings.
12. No smoking within 25 feet of buildings. Group will be fined for any littering.

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)

**PLEASE RETURN TWO COPIES OF THIS CONTRACT WITH ORIGINAL SIGNATURES ON EACH COPY.**