

**HUMAN RIGHTS EDUCATION INSTITUTE**  
**FACILITY USE AGREEMENT**  
*THIS IS A LEGALLY BINDING AGREEMENT*

If granted permission to use the Human Rights Education Institute (HREI) located at 414 West Fort Grounds Drive, Coeur d'Alene, Idaho, 83814 (the "Premises") and/or Equipment or Services, if any, the undersigned agrees as follows:

1. The requesting organization or individual granted use, and those granted access to the Premises and/or Equipment thereby ("User"), will at all times abide by all policies, rules, and regulations of the Board of Directors regarding the use of HREI property or facility and the conduct of persons in or on HREI Premises and/or Equipment and the conduct of persons in or on Human Rights Education Institute Premises, whether now or hereafter adopted.
2. The use of the Premises and/or Equipment will not, in any way, interfere with the operations of the Human Rights Education Institute or the programs or activities of the Human Rights Education Institute. If required for Human Rights Education Institute purposes, or for an emergency closure, or if a violation of any rules or regulations occurs, which rules and regulations are incorporated herein, it is understood that the Human Rights Education Institute reserves the right to withdraw or rescind the grant of the use of the Premises and/or Equipment on short notice.
3. The activities to be conducted within the Premises and/or with the Equipment shall be designed to foster the attainment of positive educational, cultural, recreational, societal or civic goals, and shall in no manner be directed to activities which involve or encourage the violation of the Human Rights Education Institute's mission, local ordinance, state laws, or federal laws. The Human Rights Education Institute shall be entitled to determine compliance with this section at its sole discretion.
4. If alcohol is being served, Alcohol/Liquor Liability must be provided. If Liquor Liability is not provided, the matter must be discussed with Human Rights Education Institute's management prior to – and conditional to – the event. The Human Rights Education Institute reserves the right to immediately terminate the use in the event this provision is violated.
5. Smoking on Human Rights Education Institute's Premises will not be allowed.
6. No improvements or structures will be constructed upon Human Rights Education Institute's Premises or Equipment unless approved in writing in advance.

7. No posters, banners, or other informational signage may be attached to the walls, doors, or windows unless attachment does not damage the Human Rights Education Institute's Premises and/or Equipment. The placement of signage is subject to approval by the Human Rights Education Institute management.
8. Human Rights Education Institute's Premises and/or Equipment will be used in a careful and prudent manner so as to prevent any loss, defacement, or damage. Good order and discipline will be maintained at all times during User's use of the Premises and/or Equipment. User shall permit no unlawful activities on our about the Premises at any time.
9. No concessions or other items will be sold in or on the Premises unless approved by the Human Rights Education Institute management in advance in writing.
10. Within one-half (1/2) hour after the ending hour of use, the Premises will be vacated and left in as good condition as when such use began. Unless payment is made for clean up and clean up is specifically requested, the Premises will be left in a thoroughly clean condition. Performance of clean up by the Human Rights Education Institute will not diminish any liability for damage.
11. Refunds or additional payments, if any, will be made within thirty (30) days after use.
12. User shall provide public liability insurance for personal injury and/or property damage in the amount of \$1,000,000 Occupancy and \$2,000,000 Aggregate. The Human Rights Education Institute will be named as additional insured on a certificate of insurance which shall be provided to the Human Rights Education Institute seven (7) working days prior to the event.

I hereby make application for the use of the Human Rights Education Institute Premises and/or Equipment indicated on the Facility Use Application as delegated representative of the organization indicated, or on behalf of myself, or the group I represent. I further represent I have personally read and understand all of the rules, conditions, and charges listed on this agreement and listed in the general rules on the Facility Use Application form. I personally assume responsibility for the proper conduct of individuals attending this function, invitees, or any person who shall attend, for the reimbursement to the Human Rights Education Institute for any damages to its property, for the payment of charges for the use of said Premises and/or Equipment, and I further agree to hold the Human Rights Education Institute harmless from any and all claims, causes of action, or damages which may arise out of the use and activity of the user under the terms of this application.

Signature of Applicant

Date

Address:

Telephone Number:

Approval      Yes                         No

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Director of Operations or Executive Director