



The **Facilities/Premises Use Agreement** is a contract between the University of Alaska and an outside entity wishing to utilize our University owned premises or structures for meetings, activities, or events.

Outside entities should not be permitted to utilize University of Alaska space without signing a Facilities/Premises Use Agreement. Only UA staff members who have been authorized to schedule use of facilities or premises with outside entities and have been authorized to bind the UA in a contractual agreement may utilize this form. If you are unsure who at your campus is responsible for entering into these contractual relationships for space use, please contact a local member of your Risk Management Team (see link above).

A [Short](#) and a [Long](#) form agreement are available for your use. The short form is to be used for short term low risk activities with a minimum number of attendees (job recruitment fairs, civic groups, speaking engagements, business meetings, art shows, social receptions). The long form is for higher risk activities, where a high volume of attendees (over 200) is expected or where activities where minors are participants (live entertainment, concerts, craft bazaars, conferences, non-UA workshops, dances, theatrical performances, academic or sports camps for children).

General Liability insurance can be obtained by outside entities through the System Office of Risk Services. See the following web site for additional information on Event Insurance: [http://www.alaska.edu/risksafety/b\\_insurance/insurance-coverage/event-insurance/](http://www.alaska.edu/risksafety/b_insurance/insurance-coverage/event-insurance/). Insurance requirements may not be waived except through written approval by your campus risk management/environmental health and safety directors or the System Office of Risk Services.