January 1, 2011

INSTRUCTIONS
FACILITIES USE AGREEMENT, FORM #105

U of A Department must do the following:

1. Get approval from Real Estate Administration, including the amount to charge (per use/per month/annually). There is a place on Exhibit A for Real Estate Administration to sign.

2. Fill out Exhibit A and get the required approvals.

3. Find out from Risk Management what insurance(s) they will be requiring. There is a place on Exhibit A for Risk Management to sign.

4. Fill out the Agreement in duplicate and have the other party sign the Agreement and attach the required insurance certificate(s).

5. Send to the Contracting Office for signature. IMPORTANT! The User must attach the required insurance certificate(s) to the Agreement prior to sending the Agreement to the Contracting Office for signature. The Contracting Office cannot process the Agreement without the required insurance certificate(s).