What is the Facilities Use Agreement?

The Facilities Use Agreement is a contract between Pace University and an outside organization or agency which allows the outside organization to use space on any of the University campuses.

When should I use a Facilities Use Agreement?

The Facilities Use Agreement should be used whenever an outside organization seeks to use any room, hall, dormitory, auditorium, gymnasium, office space, or any other university-owned or operated space for an event, meeting, conference, or any other activity sponsored by the outside organization.

Are there any other requirements?

Please make sure that the company complies with the insurance requirements outlined in the rider, which includes listing Pace as an additional insured on its insurance certificate. The certificate of insurance should be submitted along with the contract and rider.

Examples:

- The New York City Board of Education wants to conduct a weekend retreat for teachers – Facilities Use Agreement–Self-Insured.
- Boys and Girls of America seeks to hold a citywide spelling bee at Schimmel Center for the Arts – Facilities Use Agreement – Insurance.
- Delta Sigma Theta, Inc. of Westchester County seeks to hold a catered reception on the Pleasantville campus – Facilities Use Agreement – Insurance.