



GLENVILLE
STATE UNIVERSITY

Rental/Lease Agreement

THIS AGREEMENT, made this _____ day of _____, in the year Two Thousand Twenty Three (2023), between GLENVILLE STATE UNIVERSITY, Lessor, and _____, Lessee.

WITNESSETH:

The facilities covered by this Agreement are described on the Application for Activity by Off-Campus Group form and is made a part of this Agreement.

IT IS UNDERSTOOD that the Lessee will pay the sum of \$_____ for the venue _____, also described on the Application for Activity by Off-Campus Group. This sum shall be paid not less than two days prior to the commencing of said event unless payment arrangements in writing have been made in advance with the Events and Conference Coordinator. Failure to do so shall result in cancellation of said event. All payments must be made by check, payable to GLENVILLE STATE UNIVERSITY and remitted to the Cashier's Office, 200 High Street, Glenville, WV 26351.

IT IS FUTHER UNDERSTOOD AND AGREED that as a condition of this Agreement, the Lessee saves Glenville State University and the University System of West Virginia harmless from any and all liability, claims, or expenses of any kind by reason of personal and/or property injury caused by or growing out of the use of said facilities by Lessee. Lessee will be responsible for any damages to the facilities covered by this agreement and payment for those damages will be required within ten days of the scheduled event.

Lessee

Signature Date

Print Name

Glenville State University

Lessor

Signature Date

Thomas Ratliff
Executive Director of Operations