



[Team contacts](#)

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. Following are the intended uses for each type of form:

SHORT FORM	LONG FORM
Use this form for low risk activities and/or where a minimum number of attendees is expected	Use this form for higher risk activities and/or activities where a high volume of attendees (over 200) is expected and/or where the event focus is primarily for minors
EXAMPLES: job recruitment fairs, civic groups, speaking engagements, business meetings, art shows, social receptions, church groups, Scout groups	EXAMPLES: academic or sports camps for children, live entertainment, concerts, craft bazaars, large conferences, non-UA workshops, dances or dance productions, theatrical performances, non-UA sport events

General Liability insurance can be obtained by outside entities through the Statewide Office of Risk Management. See the following web site for additional information on Event Insurance:

<http://www.alaska.edu/risksafety/html/event.xml>.

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 Management.