

VENUE AND SPACE USE TERMS OF USE AGREEMENT

Agreed Details For Use of Venue/Space	
Venue or Space	[insert specific description]
Term of Use / Commencement and End	
Purpose for Use	
Equipment / Other Resources Provided	
Special Conditions	

Client – Authorised Signatory

I hereby agree and confirm that I understand and agree to the Terms of Use for a venue or space at Massey University set out below and that I am authorised by the Client to sign this Agreement.

Organisation: [Click here to enter text.](#)

Position/Title: [Click here to enter text.](#)

Print Name: [Click here to enter text.](#)

Signature:

Date: [Click here to enter text.](#)

Massey University – Authorised Representative

I acknowledge that all documents pertaining to venue and space bookings have been received from the Client and are in order. I hereby approve this venue/ space booking.

Position/Title: [Click here to enter text.](#)

Department: [Click here to enter text.](#)

Print Name: [Click here to enter text.](#)

Signature:

Date: [Click here to enter text.](#)

Terms of Use for Venue or Space Booking at Massey University: In signing above, the Client agrees:	Initial
<p>To do all things necessary to require compliance with these Terms of Use by all members, guests, agents and invitees of the Client and all other persons associated with the Client's use of the venue or space.</p>	
<p>To be responsible for security of any property or like items brought to the venue or space and insurance cover for property or like items that are directly coordinated by the Client.</p> <p>That the Client is responsible for ensuring that all property brought into the venue or space by or on behalf of the Client, its guests, attendees, or contractors is removed from the venue or space at the conclusion of the event. Massey University accepts no responsibility for any property that is left in the venue or space.</p>	
<p>Adhere to, and advise users of, Massey University Emergency Management procedures.</p>	
<p>Adhere to, and advise users of, Massey University's Health and Safety policies.</p>	
<p>Ensure the Client's use of the venue or space does not conflict with the Massey University Strategy 2018 – 2022, including but not limited to, recognising the values of a Tiriti o Waitangi-lead organisation.</p>	
<p>Will not engage or facilitate behaviour or activities that Massey University, acting reasonably, would adversely affect its operations or the security or reputation of the Massey University, its staff or any member or members of the public.</p> <p>Massey University may cancel this licence at any time prior to the commencement of the Venue or Space Term if the Client cannot satisfy Massey University that its use would not adversely affect its operations or the security or reputation of the Massey University, its staff or any member or members of the public.</p>	
<p>Report any incidents relating to this event to the University as promptly as reasonable.</p>	
<p>That the Client shall not permit any use of Massey University's legal name, brand name, or logo unless it has first obtained authorisation in writing from Massey University.</p>	
<p>That the Client will comply with all legal requirements, including all regional and local authority by laws, in relation to the use of the venue or space. The Client will obtain all permits, licences, special insurance and all other requirements required for the safe and lawful use of the venue or space.</p>	
<p>That the rights licensed under this Agreement to the Client are personal to the Client and cannot be assigned or sub-licensed or otherwise made available to any other person unless the Client first obtains consent in writing from Massey University.</p>	
<p>Massey University may cancel this booking at any time prior to the commencement of the Venue or Space Term if the Client cannot satisfy Massey University that its use would not adversely affect its operations or the security or reputation of the Massey University, its staff or any member or members of the public.</p>	