**Services and Facilities Use Contract**

**Group Name (hereafter called Client):**

**Contact:**

**E-mail of Contact:**

**Address of Group:**

**Phone number of Contact:**

**Event Date(s):**

**Services/Facilities and Charges:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Costs</th>
<th>Nights</th>
<th>Meals</th>
<th>People</th>
<th>Subtotals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing: $17.00/night</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Breakfast: $8.50/meal</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lunch: $8.50/meal</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Dinner: $9.00/meal</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Small Meeting Space $120.00/day</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Medium Meeting Space $150.00/day</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Large Meeting Space $170.00/day</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Music Recital Hall $100.00/hr</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
<tr>
<td>Pool Rental (includes lifeguard) $70.00/hr</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
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<tr>
<td>Gym rental (includes Gym monitor) $85.00/hr</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Totals:**

- **Housing:** $0.00
- **Meals:** $0.00
- **Meeting Spaces:** $0.00
- **Deposit:** $0.00
- **Grand Total:** $0.00

**Food Services:**

All meals are served cafeteria style in the Dining Center unless specified otherwise. There are no refunds for meals not eaten or for participants who depart early. Place trays in dish room (on conveyor belt). Please note meal times:

- Breakfast: 7:00 am - 8:00 am
- Lunch: 12:00 pm - 1:00 pm
- Dinner: 5:00 pm - 6:00 pm

Initialed:

Deposit Due Date: 

**1, 11/29/2010**
Deposits and Payments:
A deposit is required to reserve the above services and facilities. Full payment is due upon arrival, payable to: The Master's College

Cancellations/Refunds:
Except as otherwise provided herein, in the event that this activity is not held as scheduled through no fault of The Master's College, the above deposit shall be forfeited if notice is not received in the Services and Facilities office eight weeks prior to the event.

Expectations:
The client is required to adhere to all of The Master's College policies, regulations, guidelines, and all local, state and federal laws concerning health, safety and public order. Failure to comply with these policies may result in restriction of privileges, termination of this agreement and/or immediate removal from campus.
1. For the consideration of our neighbors in the community and other guests on campus, general quietness should be maintained in the dorms at all times, especially after 10:00 pm. (This includes parking lots after 10:00 pm) Full time staff live in dorm apts. Please do not contact them with needs.
2. The swimming pool and Gym are available only if specifically included in your contract. A certified lifeguard or gym monitor will be provided by The Master's College. Diving from pool walls is not permitted. Sun bathing is restricted to the pool area. All swimwear should be modest. No children under the age of 16 are allowed in the pool area without adult supervision. Tennis shoes must be worn while on the gym floor. All equipment will be provided by the client.
3. Guest parking permits (for those staying on campus) must be displayed on the front windshield of all vehicles. Guests are allowed to park in any unmarked space available except for the main parking lot (near the gazebo). The Master's College is not responsible for loss of personal property or damage to vehicles while on the campus.
4. TMC employs full-time Security personnel to patrol the campus. If any emergency arises, contact Security or go to the Security booth for assistance. Please report any unsafe condition to Carol McCabe at: 661-904-7701, or call a Security officer at x2500 or 661-713-7561.
5. The following materials are prohibited: tobacco, alcoholic beverages, illegal substances or obscene materials. For community and personal safety, explosives, weapons, fireworks and highly flammable materials are prohibited. Immoral behavior and profanity are also prohibited.
6. Alteration or damage to rooms or furniture is not permitted. Guests are required to leave the facilities in the condition they were in upon arrival. Any damages caused by the client will be billed separately and paid upon receipt.
7. Animals are not allowed in any location on campus.
8. Hot plates or similar appliances are not permitted in rooms. Candles are not permitted in rooms.
9. Pedestrians need to use the stairway to access dorms and not the driveway near the guard shack.
10. Internet access? (free of charge) If desired, please read and fill out attached forms. A password will be provided to group leader.
11. Upon departure, keys and group survey shall be returned to Carol McCabe or to Security.

Guaranteed Number of Participants:
1. One week (7 days) prior to event date, a guaranteed minimum number of participants must be submitted to the Facilities Services Coordinator.
2. If actual number of participants is below the guaranteed minimum for meals, charges will be based on the guaranteed number.
3. Every effort will be made to provide housing for additional participants, but housing availability and rates cannot be guaranteed.

Supervision:
The client shall provide adequate and appropriate supervision of all persons associated with this activity during their stay at The Master's College. This requires an adult-to-student ratio of 1:10.

Initialed:  

2, 11/29/2010
Indemnification and Insurance:

1. The client agrees to indemnify, defend and hold harmless The Master's College, its trustees, officers, and employees from and against any and all claims, demands, defense, costs, liability, expense, or damages of any kind or nature arising out of or in connection with the client's use and/or occupancy of buildings or premises, or arising out of any act or omission of client including the real or personal property or facilities of The Master's College arising out of or from any accident, use, or occupation by any person while in or about the buildings or premises of The Master's College for any reason whatsoever, or arising from any other occurrence in, on, or at the buildings or premises of The Master's College. The client shall protect, indemnify, save, and hold harmless The Master's College against and from any and all claims and against and from any and all loss, cost, damage, liens, or expense arising out of any failure of the client in any respect to comply with and perform all the requirements and provisions of the Agreement.

2. The client shall protect, indemnify, save, and hold harmless The Master's College against and from any penalty or damage or charges imposed for any violations of any law or ordinance, whether occasioned by the neglect of the client, its guests, employees, successors or assigns, and also will protect, indemnify, save, and hold harmless The Master's College against and from any and all claims and against and from any and all loss, cost, damage, liens, or expense arising out of any failure of the client in any respect to comply with and perform all the requirements and provisions of the Agreement.

3. The client shall procure general liability insurance covering any and all claims for injuries to persons or property in or upon the premises of The Master's College, including any damage to any part of the real property, personal property, fixtures, or facilities of The Master's College or other appurtenances now or hereafter erected on the premises of The Master's College, and insuring the indemnity agreement contained in this section. Such insurance shall be in the amount of, not less than:

- $1,000,000.00 combined single limit bodily injury and property damage
- $1,000,000.00 personal & advertising injury, and
- $2,000,000.00 general aggregate

4. The client (if applicable) shall also procure Worker's compensation and occupational disease insurance (statutory limits complying with the laws of the State of California) and employer's liability insurance with not less than the following limits:

- Bodily Injury by Accident $1,000,000.00 each accident
- Bodily Injury by Disease $1,000,000.00 policy limit
- Bodily Injury by Disease $1,000,000.00 each employee

Such insurance shall be in strict accordance with the applicable workers' compensation laws in effect during the term of this agreement.

5. The client shall also procure Commercial Automobile Liability Insurance (if applicable) including, without limitation, liability arising out of all owned, non-owned, leased and hired vehicles, trucks and trailers, or semi-trailers, including any machinery or apparatus attached thereto, with limits not less than one million dollars ($1,000,000.00) each accident, or limits carried, whichever is greater.

6. The client shall ensure that all insurance policies required hereunder remain in force until termination of this agreement. With the exception of the Worker's Compensation policy, all insurance policies required hereunder shall name The Master's College as an additional insured, and the client shall furnish The Master's College evidence of such additional insured coverage. All insurance policies required hereunder shall contain a waiver of subrogation in favor of The Master's College. Such insurance policies may not be modified or terminated without 30 days advance written notice to The Master's College.

7. By requiring insurance herein, The Master's College does not represent that coverage and limits will necessarily be adequate to protect the client, and such coverage and limits shall not be deemed as a limitation on the client's liability under the indemnities granted to The Master's College in this agreement. If the client's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

8. The client alone will determine the appropriate deductible or self-insured retention level for each of the policies of insurance required herein. If The Master's College incurs any cost due to the client's deductible or self-insured retention level, the client will reimburse The Master's College for the full amount incurred.

9. Should it become necessary for The Master's College, its agents, successors, employees, or assigns to incur any costs or expenses, whether direct or indirect, including, but not by way of limitation, attorney's fees, investigator's fees, collection fees or court costs, in connection with any attempt to recover losses incurred on such claims or demands, or in connection with the enforcement of this Agreement or any portion of this Agreement, the client agrees to pay The Master's College such reasonable costs or expenses for which expenditure is made or liability incurred by The Master's College.

Initialed: 

3, 11/29/2010
This rental agreement is entered into on: 

The Master’s College representative: Carol McCabe (Facilities Services Coordinator)

Client’s Organization: (Please Print) 

Client’s Authorized Representative (Printed): 

Signature of Authorized Representative: 

Date signed: 

I have read and initialed each of the preceding pages of this contract:

In summary, we request (by fax: 661-362-2721; e-mail: cmccabe@masters.edu; or mail):

- Copy of insurance coverage (with certificate naming TMC as additional insured)
- Signed contract
- Campus Guest Login Form (if applicable)
- Deposit check (if applicable) made payable to The Master’s College and sent to:
  The Master’s College
  Attn: Carol McCabe
  21726 Placerita Canyon Road
  Santa Clarita, CA  91321-1200

Due Date for all the above:

If you have further questions, please feel free to call (661) 904-7701 or e-mail: cmccabe@masters.edu

Sincerely,
Carol McCabe
Campus Guest Login Form  
(For use of internet services)

User Information:  
Name:  
First:  
Last:  
Email:  
Phone:  
(   )  

User needs access until: (Date)  

USER AGREEMENT: I agree to abide by all the standards set forth in The Master's College "Media Ethics Policy" (see attached) Misuse of The Master's College Network will result in loss of all network privileges and any legal recompense which the college deems necessary to pursue.

Signed:  
Date:  

FOR OFFICE USE ONLY

☐ Account was enabled  
☐ New password was set  
☐ Expiration Date was set.

Tech Name:_____________________________________________________

Assigned Username:  
Assigned Password:  

5, 11/29/2010