



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 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. The short form is to be used for short term low risk activities with a minimum number of attendees (job recruitment fairs, civic groups, speaking engagements, business meetings, art shows, social receptions). The long form is for higher risk activities, where a high volume of attendees (over 200) is expected or where activities where minors are participants (live entertainment, concerts, craft bazaars, conferences, non-UA workshops, dances, theatrical performances, academic or sports camps for children).

General Liability insurance can be obtained by outside entities through the System Office of Risk Services. See the following web site for additional information on Event Insurance: <http://www.alaska>