

**EXHIBIT "A" TO PREMISES USE AGREEMENT**

**COST SUMMARY**

**[INCLUDE IF APPLICABLE]**

*[SEE ATTACHED]*

The USER understands that if the event requires that MBUS furniture to-be reconfigured, proof that arrangements with vendors or USER’s staff reconfiguration and manual labor must be provided upon confirmation of agreement. MBUS staff does not provide set-up services for any non-CARTA groups using our space. CARTA units are provided limited support from Facilities Coordinator.

1. Parking is not included in this contract
2. The USER recognized that these special arrangements do not constitute a license to violate parking rules and regulations of FIU or the City of Miami Beach.
3. FIU has calculated an estimated cost for the use premise, services and equipment. The USER is required to make payments in the following manner: Check or Credit Card authorization. (See attachment)
4. Rental cost waiver justification for USER if Applicable. Contingent upon providing proper documentation of CARTA Staff/Faculty/ Student involvement in program. I.e. Flyer, Meeting Agenda, Printed Program.

Justification:

**Cost Breakdown:**

Item	Days/wks. Space Fees	Cost	Subtotal
<i>Per day</i>			
MBUS Main Gallery (150 Chairs)		\$1000	
MBUS Design Gallery (70 Chairs)		\$750	
MBUS Large Seminar Room (475) (60 chairs)		\$300	
MBUS Small Seminar Room 1 (473) (45 chairs)		\$300	
MBUS Small Seminar room 2 (471) (45 chairs)		\$300	
MBUS Washington Hall (100 standing room)		\$1000	
MBUS Terrance Riley Library (4 chairs)		\$200	
<b>Base Charges</b>			
Post-Rental/ Pre Rental Cleanup Labor Fee \$25/hr. (three hr. minimum if required)		\$75	
<b>Optional Rental Fees</b>			
Portable Monitor (32x54in) (4)		\$100	
7' Projection Screen Rental + Projector		\$100	
Piano Rental (Steinway baby grand)		\$200	
Acrylic FIU Podium		\$100	
Desk/ Facility Use per student/per day		\$25	
Security guard after hours fee/per hour		\$14	
Total Amount Due:			

*Auxiliary fee: 7%*

Payment Schedule:

Payment by credit card: *is processed by authorization form (see attachment) once all signatures are obtained.*

Payment internal billing: *Smart bill is process once signature are obtained: please provide Project # \_\_\_\_\_*

Payment by Check:

50% of the total amount due at the time this agreement is signed.

*Deposit Amount:* \$ \_\_\_\_\_ - \_\_\_\_\_

Remaining balance shall be paid five business days prior to the event.

*Balance Due:* \$ \_\_\_\_\_

\$ \_\_\_\_\_ - \_\_\_\_\_

FIU will calculate final charges upon completion of the activity and bill the USER for any additional charges. This agreement, MBUS Reservation Form, and floor plan (if applicable) will constitute the full and final expression of intent by each party and no paragraph, clause, condition or privilege may be modified, varied, altered or added to by any oral agreement of the parties, or by any written agreement, except those written agreements executed with equal dignity and formality.

5. Other conditions:

- a. Any technical requests are subject to availability, and must be approved by the College of Communication, Architecture + The Arts thirty (20) days prior to the rental date.

**Technical Agreements:**

6. By signing this agreement, you acknowledge you have read and agree with the College of Communication, Architecture + The Arts Facilities policies and Procedures.