



**Facility Use Agreement**

This Facility Use Agreement is entered into as of \_\_\_\_\_, 20\_\_\_\_ by and between the facility named below (“Facility”) and Healing Touch for Animals® (“HTA”).

**FACILITY CONTACT INFORMATION**

Name: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**HEALING TOUCH FOR ANIMALS® COORDINATOR CONTACT INFORMATION**

Name: \_\_\_\_\_ (“HTA Coordinator”) Email Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

**COURSE SPECIFICS**

Facility shall give HTA exclusive use of \_\_\_\_\_ (the “Space) during the dates and times listed on page three below. Facility shall allow HTA adequate time for set-up and clean-up beyond the course schedule.

Course Scholarship in lieu of fee? Yes  No

Facility Fee Total: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Deposit Due by: \_\_\_\_\_

Deposit will be **EITHER** refunded to HTA Yes  No  **OR** applied to the total due. Yes  No

Checks will be payable to: \_\_\_\_\_

Certificate of Liability Insurance requested: No  **OR** to be sent to Facility via  Email  Fax  Mail

In the unlikely event that HTA cancels a course, Facility shall refund any paid deposit. HTA shall provide notice of the cancellation as soon as possible.

A Facility manager, or designated staff, shall be present onsite throughout the scheduled course unless other arrangements have been made in advance with the HTA Coordinator (noted under Special Instructions, below).

Facility shall ensure that the Space is clean upon HTA arrival. HTA shall ensure that the Space is in the same condition at the end of the course.

Facility shall provide adequate restrooms (minimum two) for course participants unless other arrangements have been made in advance with the HTA Coordinator (noted under Special Instructions, below).



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Facility shall provide enough chairs for each course participant (minimum of 40) and three tables for the HTA Coordinator's use during the course unless other arrangements have been made in advance with the HTA Coordinator (noted under Special Instructions, below).

The HTA Coordinator shall provide beverages and snacks for course participants, which Facility shall allow at the Space unless other arrangements have been made in advance with the HTA Coordinator (noted under Special Instructions, below).

HTA understands that Facility may want to promote its programs to HTA course participants. Facility shall not solicit class participants, however, if interested, HTA class participants may request to be added to the Facility contact list.

Facility requires use of its form contract: Yes  **OR** No  If "yes," and there are any inconsistencies between that contract and this Facility Use Agreement, this Facility Use Agreement takes precedence.

**Small Animal Class**

HTA encourages its course participants to bring their well behaved dogs to the Small Animal Class providing they are parasite free. HTA shall require dogs to be on leash at all times, except in the Space as needed during the course. Facility shall allow dogs in the Space and provide an outside area where dogs can be walked and relieved throughout the day. HTA shall provide adequate breaks and bags to clean up after the dogs.

**Large Animal Class**

Facility shall provide 10-15 horses (one horse per three-four course participants) for the Large Animal Class unless other arrangements have been made in advance with the HTA Coordinator (noted under Special Instructions, below). No later than the morning before the Large Animal Class, the HTA Coordinator and Facility manager, or designated staff, shall review location of stalls, halters and lead ropes for the horses to be used during the class. Facility shall provide a history of each horse, noting any health conditions or concerns. Class participants shall be responsible for leading the horses in and out of the Space arena throughout the Large Animal Class. HTA shall allow adequate breaks for horses.

**FACILITY**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

**HTA COORDINATOR**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**FACILITY USAGE INFORMATION**

**Introduction/Fundamentals Class**

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Special Instructions (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Small Animal Class**

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Special Instructions (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Large Animal Class**

Day/Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Special Instructions (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

A separate Facility Use Agreement will be issued for any subsequent course; however, Healing Touch for Animals® would like to reserve the dates for the following HTA courses.

**Day(s) / Date(s)**

**Course(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_