

FROM: _____ DATE: _____

TO: Office of General Counsel
VIA: Ami Wisdom, Executive Assistant to the Vice President & General Counsel

RE: I am working with the prospective Licensee about the Licensee's request to use Park University facilities on the Parkville Campus. We expect that we will need a Non-Exclusive Facilities License Agreement, and the following information is submitted so that the Office of General Counsel can generate it. The target date for execution of the License Agreement is _____, 20__.

NON-EXCLUSIVE FACILITIES LICENSE WORKSHEET

1.0 Licensor: Park University, a Missouri nonprofit corporation

2.0 Licensee: _____
(Full Legal Name) (Type of Legal Entity)

3.0 Licensed University Facilities to be licensed: [Description of Buildings, Rooms, Outdoor Facilities] _____

MAP: PLEASE HIGHLIGHT IN YELLOW BUILDINGS, ROADS, SIDEWALKS, PARKING LOTS, AND GREEN SPACES WHERE THE FACILITIES ARE LOCATED.

4.0 Permitted Users:[Licensee's employees, members, etc.] _____

5.0 Do Permitted Users include minors? Yes _____ No _____ Unknown _____

6.0 Term:

6.1 Commencement Date: _____ Termination Date: _____

7.0 Licensee's Authorized Representative:

Name: _____
Address: _____
Telephone: Office: _____ Cell: _____
Email: _____

8.0 University's Primary Representative:

Name: _____
Address: _____
Telephone: Office: _____ Cell: _____
Email: _____

9.0 Consideration.

9.1 Money: \$ _____ Due Date: _____
9.2 Security Deposit: Yes _____ Amount \$ _____ No _____
9.3 Other Monetary Terms: _____
9.4 Non-Monetary Consideration. [Describe] _____

10.0 Licensee's Insurance Required: Yes _____ No _____ (why not?) _____
General Liability Co. _____ Coverage per occurrence _____
Medical Payments Insurance Co. _____ Coverage per occurrence _____

11.0 Additional University Obligations.

11.1 Information inclusion in the *Park University Access to the Arts Calendar*: Yes_____ No_____

11.2 University equipment to be provided: None:_____ Some: (Describe on an attached sheet)

11.3 University services to be provided: Set-up Only:_____ Other: (Describe on an attached sheet)

11.4 Other: None_____ Yes_____ (Describe on an attached sheet)

12.0 Additional Licensee Obligations. No_____ Yes_____ (Describe on an attached sheet)

EXHIBIT A

Licensed University Facilities: The University owns and the Licensee desires to use the buildings or other University facilities located on the Parkville Campus Center, and designated University roads (“Designated Roads”), designated University parking lot(s) (“Designated Parking Lot(s)”) and sidewalks necessary to permitted use, specifically identified as follows:_____.

NOTE: Office of General Counsel will complete this blank based on written information in Section 3.0 of the Non-Exclusive Facilities License Worksheet, as graphically depicted below.

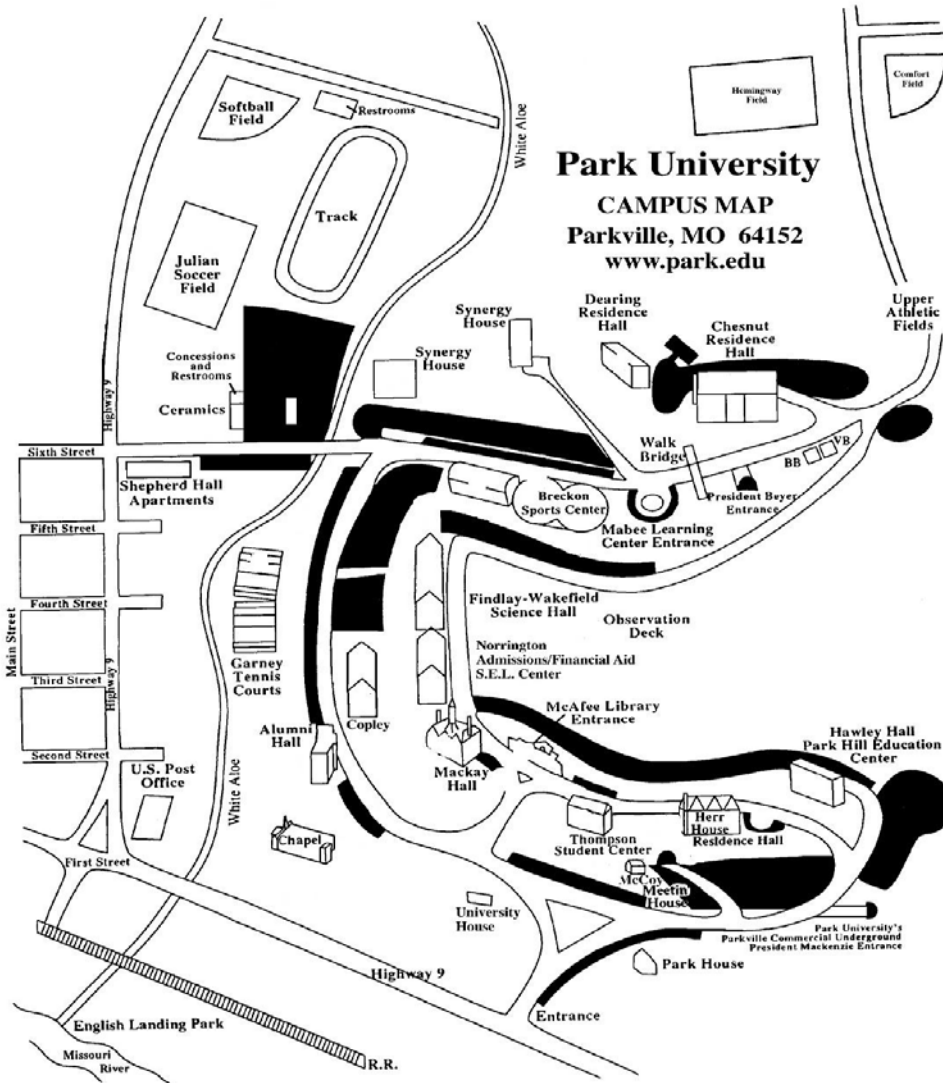
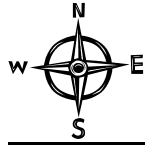


EXHIBIT A

**[UNIVERSITY UNDERGROUND BUILDINGS, FACILITIES, DESIGNATED
PARKING AREAS AND DESIGNATED ROADS]**

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