

FHSU RESIDENTIAL LIFE CONFERENCE SERVICES CONFERENCE/EVENT CONTRACT

Name of conference: _____

Sponsoring Entity: _____

Contact Person:

Name: _____

Office Telephone: _____

Alternate Telephone: _____

Fax number: _____

Email address: _____

Mailing address for billing purposes: _____

Account number to be charged (if FHSU department) : _____

Dates Reserved

Arrival Date: _____

Arrival Time: _____

Departure Date: _____

Departure Time: _____

No change to arrival or departure dates or times may be made without written amendment to this contract and the **“Conference Costing Worksheet”** with Conference Services Coordinator (CSC). Signatures are required at least 30 days prior to original or new arrival date (whichever comes first).

Participant Numbers

Numbers submitted with application will be utilized for reservation planning only. Roster numbers for billing purposes (**“Assignment Roster”**) must be submitted in writing to the CSC a minimum of **7** days prior to arrival date. Residential Life will provide all Roster materials. Examples are enclosed.

If numbers decrease upon arrival date, adjustments for meal billing will be effective the third day of the conference. Any increase in participation numbers will be reflected in meal billing immediately.

Housing availability may be limited. No guarantee will be made for housing individuals not included on the **“Assignment Roster”** submitted 7 days prior to arrival date. If housing request is honored, housing charges will be adjusted effective immediately.

Based on actual participant numbers, Residential Life will provide free housing for counselors/sponsors according to the following ratios:

<i>Participant number</i>	<i>Counselor: Participant Ratio</i>
1-50	1 : 10
51-200	1 : 8
201 – 350	1 : 6
> 350	1 : 5

Compensated beds will be in double-assigned rooms. Any single room assignment for counselors or sponsors will utilize 2 free beds. Any beds assigned to counselors/sponsors which exceed the ration listed above will incur the standard housing charge equal to the participant rate. The number of compensated beds is not open to negotiation. If a conference participant requires live-in medical assistance, each request will be reviewed on an individual basis. If such an accommodation is granted, it will not count against the number of beds compensated for conference/camp staff.

All participants (attendees, counselors, coaches/sponsors, and commuters) will be expected to abide by all policies and procedures as outlined the **“FHSU Residential Life Conference Handbook”** (www.fhsu.edu/reslife/policy). Failure to abide by these policies may result in the immediate removal of the

individual responsible for such violation from all Residential Life facilities including the McMindes Café without financial release for housing and meal charges. Any damage fees will be assessed to the sponsoring entity. Counselors and sponsors receiving compensated rooms are expected to be present in the hall when those in their charge are present. It is the expectation of Residential Life that those receiving compensated rooms are prepared to perform supervisory and/or disciplinary duties in the event of an emergency or conduct issue. Anyone receiving compensated rooms who does not abide by all policies and procedures and/or is not prepared to provide attendee supervision may be removed from all Residential Life facilities and/or have room charges instated.

ROSTERS

Conference sponsor will submit a COMPLETE electronic roster to CSC 30 days prior to scheduled arrival date. An example of a completed roster is enclosed. You may access the electronic form at www.fhsu.edu/reslife/policy. Please review the following schedule to ensure any roster updates do not incur additional charges or fees

<u>Roster Type</u>	<u>Due Date</u>	<u>Description/Purpose</u>
Application	At least 30 days prior to arrival	Initial reservation for housing and meals
Assignment Roster	At least 7 days prior to arrival	Individual housing assignments, billing for housing and meals
Final Roster	Arrival date	Billing adjustments for housing charges, additional housing assignments, meal charge adjustment on 3 rd day of conference

RATES

Housing:	Double room	11.00 per night
	Single room	22.00 per night
Meals:	Breakfast	4.95
	Lunch	6.85
	Dinner	7.83
	Daily meal rate	19.63 (all three meals)

**Non-University sponsored conferences may be subject to state and local taxes.

COMMUTER AND SPONSOR/COUNSELOR MEALS:

Any live-in attendee will be assumed to consume any and all contracted meals. Commuter and sponsor/counselor meals will be tracked and charged according to actual entry. Any commuter or sponsor/counselor must present a valid meal card at the time of entry. Chartwells Dining will maintain a count of these meals. Chartwells Dining will provide the Residential Life Office with a count of these meals for billing purposes. Meals will be charged according to the following schedule.

Breakfast:	4.95
Lunch:	6.85
Dinner:	7.83
Daily meal rate	19.63 (all three meals)

Any dispute regarding daily counts and/or associated charges for commuter and sponsor/counselor meals will need to be made in writing to Nick Guaetta, Director of Dining Services.

EARLY DEPARTURES

If an individual departs the conference prior to scheduled departure date due to non-conduct related issues, housing charges may be adjusted. The conference sponsor must submit a charge reduction request in writing to the CSC prior to the end of the conference. Meal charges may not be reduced until after the 3rd day of the conference. Any request for meal charge reduction must be submitted to the CSC in writing prior and may become effective three days following the submission date. Requests for meal charge reduction will be

reviewed by the Director of Foodservice. Departures due to conduct-related issues will not receive charge reduction.

EARLY ARRIVAL / LATE DEPARTURE

Individuals requesting early arrival or late departure will incur charges for housing at the conference rate. These charges will be assessed to the conference sponsor on the final bill. Meals may be purchased at the cash price if foodservice is available. Individuals will need to contact the CSC for detail.

KEYS

Conference attendees will receive a room key that is already designated to his/her room assigned by the conference sponsor. A \$50.00 fee for lock unit replacement will be assessed for any lost or broken key. This fee will be assessed on the final conference bill. Direct payment to the CSC or any Residential Life Conference Services staff member is not permitted. The same policy is applied for coach/sponsors keys as well. The sponsor will receive a pass key that has a designated number code on it. How many pass keys each camp receives it up to the sponsor at his/her desegregation. A \$100.00 fee is assessed for any lost or broken pass key. This fee will be assessed on the final conference bill. Direct payment to the CSC or any Residential Life Conference Services staff member is not permitted. Once the keys are distributed, an individual is responsible for that key.

DAMAGES

Following conference departure, conference services staff will inspect each room. Any charges associated with damage to finishes or furnishings will be assessed against the sponsoring entity's final bill.

CANCELLATION CHARGES

In the event that a conference is cancelled less than 30 days prior to scheduled arrival date, a \$100.00 cancellation fee will be assessed.

AGREEMENT AND SIGNATURE

I understand and agree to comply with the terms of this agreement. In summary, *NAME OF SPONSORING ENTITY* has reserved space according to attached roster for *beginning date and time through departure date and time*. The first meal will be served *date and time*. The individual listed below will serve as the conference contact person for all communication. Charge details are outlined on the attached costing worksheet.

Name of Conference: _____

Name of Conference Contact: _____

Contact phone number: _____

Contact email address: _____

printed name---sponsor

date

signature—sponsor

printed name—Residential Life representative

date

signature---Residential Life representative