

UNIVERSITY SYSTEM OF MARYLAND AT SOUTHERN MARYLAND

TRAINING/CONFERENCE FACILITIES USE AGREEMENT
SCHEDULE A – FEES

Organization Name: \_\_\_\_\_

Contract Signatory: \_\_\_\_\_

Program Organizing Contact : \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Phone No: \_\_\_\_\_

Program Information

Date(s): \_\_\_\_\_ Set-up Time: \_\_\_\_\_ Program Time: \_\_\_\_\_ to \_\_\_\_\_

Program Name for signage: \_\_\_\_\_

No. of attendees: \_\_\_\_\_

Payee Contact Information (Person responsible for receiving invoice and making payment)

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

Phone No: \_\_\_\_\_

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

TO BE COMPLETED BY USMSM REPRESENTATIVE:
Estimated Program Total: \_\_\_\_\_
(includes Room, Equipment & Additional Services and Catering fees (if applicable)).

Room Fees (A full day consists of no more than 9 hours – a half day consists of 5 hours or less)

Full Day Half Day

Table with 3 columns: Description, Full Day, Half Day. Rows include Center Hall (All three sections), Center Hall (An Individual Section), Center Hall Gallery, Lecture Room 135 Building II, Classrooms, Computer Lab, North Corridor, South Corridor, OR Rotunda, Student Lounge, Catering Kitchen.

Equipment & Additional Services

Table with 2 columns: Description, Price. Rows include Technology Service, Staff required for weekend events, Conference Telephone and Active Telephone Line, Coffee Pot/Bubble Cooler Rental/Refrigerator & Ice Usage, Flipchart with pad of paper, Catering, Security Personnel, Linens.

Special Instructions/Notes:

# UNIVERSITY SYSTEM OF MARYLAND AT SOUTHERN MARYLAND

## TRAINING/CONFERENCE FACILITIES USE AGREEMENT SCHEDULE B – POLICIES

The University System of Maryland at Southern Maryland, hereafter called USMSM, is operated in order to accommodate the need for classes held by various University Partners. Center Hall, multi-purpose room, lecture room, classrooms, computer labs and open spaces may be used by other organizations. Facility use is on an as-available basis and with the authorization of the Executive Director. The USMSM Training and Conference Facilities is self-supporting and will charge applicable fees for the facilities and services it provides. You and your organization (hereafter called the Client) agree to adhere and abide by the following policies:

**ROOM SETUP:** If Client requires a special setup of tables, the information must be provided to USMSM no later than the Wednesday of the previous week of the planned program. Each room contains a computer, projector & screen, white board & supplies. Podiums (tabletop or lectern) available upon request. Sound equipment and microphone(s) available for use in Center Hall only. **NOTE: USMSM will make its best effort to accommodate last-minute changes made after the deadline noted above; however, USMSM may not be able to accommodate all or even any changes after the deadline. This includes technology and space/configuration changes, as well as beverage service. Thank you for your understanding.**

**SPACE REQUIREMENTS:** USMSM retains the right to alter room assignments within reason and with advance notice to Client at least 48 hours prior to planned program if possible.

**COMPUTER FACILITIES:** Computer training software materials must be supplied, ready for installation, at least five (5) working days in advance of Client's reservation. Software will be installed by our computer technician at the rate listed on Schedule A - Fees. **ABSOLUTELY NO FOOD or BEVERAGES ARE PERMITTED IN THE COMPUTER LABS. NO EXCEPTIONS.**

**CONFERENCE/TRAINING MATERIALS:** Upon notification, USMSM will accept and store a limited number of boxes and materials which are delivered prior to Client's reservation. All boxes and materials must be removed at the end of planned program.

**CATERING:** Client may authorize USMSM to arrange for food to be provided at the planned program. Alternatively, Client may make arrangements with a USMSM-approved caterer. The caterer must provide USMSM a copy of its Department of Health & Mental Hygiene license and an insurance certificate naming USMSM as an insured in the amount of \$1,000,000 seven (7) calendar days prior to the planned program. Client is responsible for supervising clean up by the caterer and making payment directly to the selected caterer for services rendered. USMSM accepts no liability for food services arranged by Client. Completion of Schedule C -Catering Agreement is required.

**ALCOHOLIC BEVERAGES:** Alcoholic beverages cannot be brought into USMSM without Client or the Client's catering company having a TAMS/TIPS certified bartender providing service during the event. A copy of the certification shall be provided to USMSM prior to the reservation date and security personnel will be required to be present during Client's program for an additional fee as outlined in Schedule A - Fees. Client is responsible for providing a check to USMSM made payable directly to the security personnel, the name of which USMSM will provide to Client in a timely manner. This check must be delivered to USMSM prior to the event date to be distributed to the security personnel upon arrival at the event to insure there are no issues with Client's program occurring as planned.

**SMOKING:** USMSM is a non-smoking facility.

**DAMAGES:** Client will take full responsibility for any damages that may occur to the facility, equipment or furniture while using USMSM and will incur the cost of any necessary repairs or replacement.

**LIABILITY:** USMSM is not liable for any fees or expenses incurred by Client (or Client's trainers and/or attendees) in the event a training program or conference is not held or completed due to acts of nature (i.e.: snow storm, lightning strikes, etc.).

**INDEMNIFICATION:** It is hereby expressly understood and agreed by Client that Client shall be solely and absolutely responsible and liable for its own conduct and for the conduct of any guests Client may invite to use the facility. Client hereby agrees to indemnify and hold harmless USMSM for damages to the facility or any part of the premises of USMSM as well as any and all claims for personal injury by any person or persons arising out of, occasioned by, or in any way connected with Client's use of the facility or caused by Client's use of USMSM, other than damages arising from the negligence or gross misconduct of USMSM. Client understands and expressly agrees that Client shall be responsible and liable for the indemnification specified herein in addition to the use fee.

**PROMOTIONS:** Program promotion requires Client to refer to the facility as "University System of Maryland at Southern Maryland". Any printed materials regarding USMSM's mission or programs must be approved by the Executive Director prior to publication.

**PRICING:** Facility prices are as stated in the "Training/Facilities Use Agreement, Schedule A - Fees".

**CONTRACT:** The complete and signed agreement which consists of Schedules A - Fees, Schedule B - Policies, and Schedule C – Catering Agreement must be received by USMSM three (3) weeks prior to the start date of your program. USMSM retains the right to cancel the reservation and this agreement if the contract has not been received within this period.

**CANCELLATION:** USMSM makes considerable effort to properly schedule personnel, rooms and equipment to best service Client's planned program. Any cancellations must be communicated in writing to USMSM no later than ten (10) working days of the program start date. Faxed cancellations are accepted at (301) 737-2542. Cancellations made within ten (10) working days of the program start date will result in a cancellation charge to Client equivalent to one (1) day's room use as reserved and any food costs that may have already been incurred if catering arrangement services were authorized.

**PAYMENT:** Invoices will be mailed after the program end date or at agreed upon intervals for long-term programs. Payment terms are "net thirty" (30). USMSM can accept payment by VISA, MasterCard, American Express, or check. Checks should be made payable and sent to: University of Maryland, 44219 Airport Road California, MD 20619.

I, as an authorized representative of my organization, understand and agree to adhere to USMSM's policies as stated above.

\_\_\_\_\_  
Signatory's Signature & Date

\_\_\_\_\_  
USMSM Authorized Representative's Signature & Date

UNIVERSITY SYSTEM OF MARYLAND AT SOUTHERN MARYLAND

TRAINING/CONFERENCE FACILITIES USE AGREEMENT
SCHEDULE C - CATERING ARRANGEMENT SERVICES AGREEMENT

Option A - No catering will be provided during program or Client will directly provide catering (does not include using an outside caterer - see Option B).

Option B - Client elects to make their own arrangements with a caterer/food service provider approved by USMSM who has filed, or is willing to file, copies of their business licenses with USMSM.

Client has selected to provide our catering services. I, as an authorized representative of Client, hereby elect to make our own arrangements for food to be provided at our planned program. I have indicated our caterer above and will be responsible for ensuring that the appropriate business licenses are on file before our program date. I understand that our responsibilities include: arranging for all serving equipment, serving utensils, linens, eating utensils, plates, cups, etc. to be provided by Client or our selected caterer/food service provider; supervising clean up; and making payment directly to the selected caterer or food service provider. I further understand that USMSM accepts no responsibility for food services arranged by Client.

Signatory's Signature & Date
(only complete if Option B chosen)

Option C - Client authorizes USMSM to arrange for beverage services from the following list of menu choices. For programs with over 30 participants anticipated, an additional administrative fee of 6% will be added to the total cost of catering.

USMSM BEVERAGE CHOICES
Morning Beverage Choices (Available between the hours of 7am-11am)
The Eye Opener (6 person minimum) (includes coffee & tea)..... \$2.50 per person\*
The Morning Trio (6 person minimum) (Includes coffee, tea & water)..... \$3.00 per person\*
Afternoon Beverage Option (Available between the hours of 1pm-4pm)
Coffee Break (Includes coffee & water)..... \$2.50 per person\*
\*Please calculate number of drinks to account for refills to be consumed by attendees\*

Morning: Date(s) Time Served No. of Beverages
Menu Choice The Eye Opener The Morning Trio Cost per person

Afternoon: Date(s) Time Served No. of Beverages

I, as an authorized representative of my organization, hereby authorize USMSM to make the necessary arrangements to provide beverages at our planned program. Client agrees to all prices and minimums as indicated on this agreement.

Signatory's Signature & Date
(only complete if Option C chosen)