

UNIVERSITY SYSTEM OF MARYLAND AT SOUTHERN MARYLAND

**US, STATE & LOCAL GOVERNMENT ORGANIZATIONS
SMART (BUILDING 3) TRAINING/CONFERENCE FACILITIES USE AGREEMENT
SCHEDULE A – FEES**

Organization/Competency 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: _____

PO Number: _____

TO BE COMPLETED BY USMSM REPRESENTATIVE:

Estimated Program Total: _____
(includes Room and Equipment & Additional Services (if applicable). **USMSM is Section 889 Compliant**)

Maryland Tax Exempt – the Client must provide a copy of their tax-exempt certificate with this Agreement

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
_____ Grand Hall (All three sections) (Capacity: 400).....	\$800	\$550
_____ Grand Hall (An Individual Section) (Capacity: 128) – No. of Sections _____.....	\$380	\$260
_____ Exhibition Hall (Can only be rented in conjunction with Meeting Room).....	\$200	\$130
_____ Lecture Room 2201 (Capacity: 24 Classroom).....	\$350	\$200
_____ Lecture Room 2303 (Capacity: 32 Classroom).....	\$400	\$250
_____ Conference Room 2233 (Capacity: 8 seating).....	\$280	\$180
_____ Conference Room 2256 (Capacity: 12 seating).....	\$350	\$200
_____ Classrooms (Capacity: 12 - 24 plus instructor) - No. of Rooms Needed _____.....	\$300	\$150
_____ Computer Lab (Capacity: 24 plus instructor) (Technology Service fee required – See Equipment & Additional Services below).....	\$660	\$480
_____ Catering Kitchen.....	\$300	
_____ Special Set Up Fee.....	\$300	

Equipment & Additional Services

_____ Technology Service (Configuration, loading and unloading software for programs).....	\$75 per hour/1 hour minimum
_____ Staff required for weekend events.....	\$300 per day
_____ Conference Telephone and Active Telephone Line (Conference Dial-in Numbers are Customer Responsibility) – No. of Days _____.....	\$25 per day
_____ Coffee Pot/Bubble Cooler Rental/Refrigerator & Ice Usage – No. of Days _____.....	\$50 per day
_____ Flipchart with pad of paper – No. of Flipcharts _____.....	\$20.00 per flipchart pad per day

Special Instructions/Notes:

UNIVERSITY SYSTEM OF MARYLAND AT SOUTHERN MARYLAND

UNITED STATES GOVERNMENT ORGANIZATIONS
SMART (BUILDING 3) 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 the 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. For liability reasons, no one other than USMSM staff may move, arrange or rearrange any USMSM equipment or furniture. Each room contains a computer, projector & screen and whiteboard & supplies. Podiums (tabletop or lectern) available upon request. Sound equipment and microphone(s) available for use in Grand 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 your 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 your reservation. All boxes and materials must be removed at the end of your reservation.

CATERING: The Client may arrange for food to be provided at the planned program. If Client uses a 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. The 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 the Client.

ALCOHOLIC BEVERAGES: Alcoholic beverages cannot be brought into USMSM without the applicable liquor license obtained by the Client or the Client's catering company. A copy of the license shall be provided to USMSM prior to the reservation date and security personnel will be required and be present during your program for an additional fee as outlined in Schedule A - Fees.

SMOKING: USMSM is a non-smoking facility.

PROMOTIONS: Program promotion requires the 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 and Schedule B - Policies 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 the 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 the 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