

Housing and Residence Life

Conference/Camp Title _____ Proposed Dates _____

This agreement is between _____ (hereinafter "sponsor") and East Central University/Housing and Residence Life
Sponsoring organization

Contact person _____ Phone (_____) _____

Estimated number of participants _____ Age range of participants _____

Use of Facilities

Sponsor agrees to abide by all East Central University (hereinafter "University") and Housing and Residence Life policies indicated below and in the *Summer Conference Information Packet*.

- All on-campus solicitations or sales for any product or services must be approved by the Housing and Residence Life office.
- Housing and Residence Life and/or the food service company under contract to the University shall be the exclusive providers of food and concessions within University residence halls. Exceptions to this policy must be approved in advance by Housing and Residence Life.
- The consumption of alcohol, liquor, cereal malt beverages on the University campus is prohibited by state law, except under special circumstances provided by law. Possession or consumption of such beverages is specifically prohibited in and around Housing and Residence Life Property.
- Housing and Residence Life reserves the right to enter rooms contracted by the Sponsor for any purpose connected with the maintenance, housekeeping, and management of the facilities or for any other purpose reasonably connected with the interest of the University.
- The driving or installing of any nails, hooks, tacks, or screws into any part of the University facilities, or any alterations of whatsoever kind to said building or any equipment or facilities is prohibited.
- No refunds will be given for no shows, or for participants who arrive late or depart early.
- Sponsor will be liable for any damage to or loss of University property and facilities resulting from the negligent or intentional acts of person associated with this program. Sponsor will be billed \$75 for each room key not returned during established check-out times. Outside doors require electronic cards for entrance to buildings. Cards will be issued to as needed. Sponsor will be billed \$25 for each issued card not returned. Charges for other items which are lost or damaged will be based on replacement costs and labor charges.

Responsibility

Sponsor understands, acknowledges and pledges to inform program participants that the University, as a state educational institution of Oklahoma, cannot and does not assume or accept responsibility for any body injuries or damage to property sustained by Sponsor or program participants. Any claims for damage or loss are subject to Oklahoma Governmental Tort Claims Act, 51 O.S. 151, et seq.

Responsibility for supervision of program participants and activities rests solely with the Sponsor. Housing and Residence Life will not be liable for accidents or injuries resulting from inadequate or negligent supervision.

Housing and Residence Life will not be liable for disruptions in service which are beyond its control and which are restored within a reasonable period of time.

Housing and Residence Life is not liable for any loss, damage, or injury to property in the receipt, handling, care or custody of any kind shipped or otherwise delivered to the University, either prior too, during or subsequent to use of the University facility.

Indemnification and Insurance

Sponsor agrees to indemnify and hold harmless the University, its agents, officers, and employees, from all claims, demands, and causes of action of every kind, nature, or description, which may arise out of the use of the University's facilities by this summer program.

Sponsors of non-University groups must provide evidence of a minimum of \$500,000 in liability insurance no later than thirty (30) days before the beginning of the group's event by providing a certificate of insurance which names East Central University as a named insured and said certificate of insurance shall provide that the insurance will not be cancelled without ten (10) days' advance notice to the University.

Policy Number

Policy Amount

Policy Date

Deposits and Cancellation Policies

Provided room is available, Housing and Residence Life will hold a number of spaces for your group with no financial obligation. If another group requests accommodations at times we are holding spaces without deposit for your group, you will be notified and given the opportunity to place a deposit on any or all of the spaces you have reserved.

This program may be canceled three weeks prior to arrival date without penalty. Payment of all direct expenses incurred by the University in preparation of hosting the event, including food costs and administrative fees, will be required if the program is canceled after this date. Additional cancellation policies apply to catered events.

It is the Sponsor's responsibility to provide Housing and Residence Life with an updated number of participants three weeks prior to the scheduled arrival. This becomes the guarantee number for the camp/conference. The final bill will be based on the actual number of participants or 50% of the guarantee number, whichever is greater. If you do not report a guarantee number at your meeting three weeks prior to your event, we will cancel your group's accommodations.

Rates

Room rates are \$35 per night per room. We will make every attempt to provide double occupancy rooms on request, but do not guarantee availability. Room and board rates provide in this agreement specifies standard prices only. Rates do not include:

- Guaranteed use of or charges for use of meeting areas
- Room set-up, campus parking privileges, A/V equipment, transportation, campus facilities, administrative telephone service
- Guaranteed exclusive use of building, public areas, or cafeterias
- Snack break refreshments, special preparation meals, or banquets
- Charges for damage or loss

Payment

Housing and Residence Life will not knowingly accept reservations or collect money from individual participants on behalf of conference groups. To do so would mean a substantial increase in rates. These tasks are the Sponsor’s responsibility.

Housing and Residence Life will invoice the Sponsor for all services provided on its behalf; payment is due within thirty (30) days of the date of the invoice. Failure to pay within 30 days from the date of the invoice will result in late charges assessed.

Sponsor Responsibilities

Sponsor agrees to insure that all publicity for the program accurately represents Housing and Residence Life and to provide two copies of all promotional literature and recruitment brochures to Housing and Residence Life **before** these materials are distributed to prospective program participants.

Sponsor is responsible for supervision of participants from arrival through departure. Sponsor will provide one adult chaperone for every 20 youth to live in the residence hall and to supervise the behavior of participants. Chaperones residing in the facilities will be charged the same rate for services as program participants. Sponsor must insure that participants adhere to all residence hall and University policies and fully cooperate with Housing and Residence Life staff members. Chaperones must be over the age of 18. The camp must also have a designated “head chaperone” and provide the housing office with their contact information. The head chaperone will be the university’s main contact point in case of emergency and/or disciplinary issues with members of the camp.

Sponsor agrees to insure that all aspects of the program are arranged and executed in a professional manner. Chaperones shall be permitted to occupy the premises of the facility for purposes of setup, not more than twenty-four (24) hours prior to the scheduled start of the event. Length of setup time, at the discretion of the University, may be shortened if facility is needed for other events.

Sponsor further agrees that it does not discriminate on the basis of race, religion, color, national origin, gender, age, marital status, sexual orientation, status as a Vietnam-era veteran, and disability, regarding operation of its program and/or the selection of participants.

East Central University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state laws, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.)

The invoice for this program should be directed to

Name/Title _____ Phone (_____) _____

Address _____
Street City State Zip

Email Address _____

The signatures with dates below formally constitute understanding and acceptance of the agreements herein (front and reverse) set down between Housing and Residence Life and the Sponsor/sponsoring agency. Any and all changes or modifications must be executed in writing and approved by all parties. I have read this agreement, front and reverse, and agree to abide by all terms and conditions.

Conference/Camp Sponsor (Director) or representative of sponsoring agency

Date

Director of Housing and Residence Life or representative

Date