

### Contact Information

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2nd Contact	Yi Pan Georgia State University - NSF-REU Department of Computer Science P.O. Box 3994 Atlanta GA 30302 US	Tel. Email <a href="mailto:yipan@gsu.edu">yipan@gsu.edu</a> Fax. 404-413-5717
Type	Long Term	Booked By Amber Cutter
Booking status	Contract Request Received	Booked On Mon Apr 21 14
Dates	Thu May 29 14 to Fri Jul 25 14	Confirmation Date Mon Apr 21 14
Times	09:00 AM to 05:00 PM	Event Manager Ty Hill
		Contact Tel. 404-413-1996
		Contact Email <a href="mailto:tyhill@gsu.edu">tyhill@gsu.edu</a>
		Sales Manager Ty Hill

### Catering

Catering	Time	Description	Qty	Room	Area
<b>Thursday May 29 2014</b>					
Dinner	04:30 - 07:00	Dining Hall Dinner Full Menu - All You Can Eat (Taking food from the Dining Hall is not allowed)  Dining Hall Serving Times  Breakfast: 7:00AM - 9:30AM Lunch: 11:30AM - 2:00PM Dinner: 4:30PM - 7:00PM*	8	Piedmont North Dining Ce	Ellis
*Dining hall closes at 7PM. Please plan to arrive in enough time to get food, eat, and exit by this time. Thank you!					
<b>Friday May 30 2014</b>					
Breakfast	07:00 - 09:30	Dining Hall Breakfast	8	Piedmont North Dining Ce	Ellis
Lunch	11:30 - 02:00	Dining Hall Lunch	8	Piedmont North Dining Ce	Ellis
Dinner	04:30 - 07:00	Dining Hall Dinner	8	Piedmont North Dining Ce	Ellis
<b>Monday Jun 02 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis

## Catering

Catering	Time	Description	Qty	Room	Area
<b>Monday Jun 09 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis
<b>Monday Jun 16 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis
<b>Monday Jun 23 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis
<b>Monday Jun 30 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis
<b>Monday Jul 07 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis
<b>Monday Jul 14 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis
<b>Monday Jul 21 2014</b>					
Breakfast	07:00 - 09:30	5 Day Meal Plan (B-L-D Mon-Fri)	8	Piedmont North Dining Ce	Ellis

## Bedroom Reservations

Date	Type	Reserved	Notes
<b>Piedmont North B</b>			
Thu May 29 14	PN-Triple	9	
Fri May 30 14	PN-Triple	9	
Sat May 31 14	PN-Triple	9	
Sun Jun 01 14	PN-Triple	9	
Mon Jun 02 14	PN-Triple	9	
Tue Jun 03 14	PN-Triple	9	
Wed Jun 04 14	PN-Triple	9	
Thu Jun 05 14	PN-Triple	9	
Fri Jun 06 14	PN-Triple	9	
Sat Jun 07 14	PN-Triple	9	
Sun Jun 08 14	PN-Triple	9	
Mon Jun 09 14	PN-Triple	9	
Tue Jun 10 14	PN-Triple	9	
Wed Jun 11 14	PN-Triple	9	
Thu Jun 12 14	PN-Triple	9	
Fri Jun 13 14	PN-Triple	9	
Sat Jun 14 14	PN-Triple	9	
Sun Jun 15 14	PN-Triple	9	

## Bedroom Reservations

Date	Type	Reserved	Notes
<b>Piedmont North B</b>			
Mon Jun 16 14	PN-Triple	9	
Tue Jun 17 14	PN-Triple	9	
Wed Jun 18 14	PN-Triple	9	
Thu Jun 19 14	PN-Triple	9	
Fri Jun 20 14	PN-Triple	9	
Sat Jun 21 14	PN-Triple	9	
Sun Jun 22 14	PN-Triple	9	
Mon Jun 23 14	PN-Triple	9	
Tue Jun 24 14	PN-Triple	9	
Wed Jun 25 14	PN-Triple	9	
Thu Jun 26 14	PN-Triple	9	
Fri Jun 27 14	PN-Triple	9	
Sat Jun 28 14	PN-Triple	9	
Sun Jun 29 14	PN-Triple	9	
Mon Jun 30 14	PN-Triple	9	
Tue Jul 01 14	PN-Triple	9	
Wed Jul 02 14	PN-Triple	9	
Thu Jul 03 14	PN-Triple	9	
Fri Jul 04 14	PN-Triple	9	
Sat Jul 05 14	PN-Triple	9	
Sun Jul 06 14	PN-Triple	9	
Mon Jul 07 14	PN-Triple	9	
Tue Jul 08 14	PN-Triple	9	
Wed Jul 09 14	PN-Triple	9	
Thu Jul 10 14	PN-Triple	9	
Fri Jul 11 14	PN-Triple	9	
Sat Jul 12 14	PN-Triple	9	
Sun Jul 13 14	PN-Triple	9	
Mon Jul 14 14	PN-Triple	9	
Tue Jul 15 14	PN-Triple	9	
Wed Jul 16 14	PN-Triple	9	
Thu Jul 17 14	PN-Triple	9	
Fri Jul 18 14	PN-Triple	9	
Sat Jul 19 14	PN-Triple	9	
Sun Jul 20 14	PN-Triple	9	
Mon Jul 21 14	PN-Triple	9	
Tue Jul 22 14	PN-Triple	9	
Wed Jul 23 14	PN-Triple	9	
Thu Jul 24 14	PN-Triple	9	
<b>Total reserved bedrooms</b>		<b>513</b>	

## Additional Information

## **Additional Information**

### **Contract**

This contract is made between the Board of Regents of the University System of Georgia by and on behalf of Georgia State University and its University Housing - Conference Services in Atlanta, Georgia, hereinafter referred to as "University Housing" or "Conference Services" and the conference group named below, hereinafter referred to as the "Sponsor" or "you".

University Housing Conference Services agrees to provide the following facilities and services and the Sponsor agrees to pay University Housing-Conference Services for the facilities and services in accordance with the following terms and conditions.

### **A. ACCOMMODATIONS, SERVICES, AND CHECK-IN/OUT FOR GROUP RESERVATIONS**

University Housing agrees to provide the following housing accommodations and services and the Sponsor agrees to pay the following rates. You will be charged the full number of reserved nights for guaranteed numbers (see guaranteed numbers section), regardless of the number of people who check in or the number of nights you or your guests stay. There are no refunds for early check-outs. If check-out is late, beyond the time stated below, you will be charged for an additional night's stay.

Beds are single extra-long twin beds and require an extra-long twin size fitted sheet or the use of a flat sheet. Individual suites will be assigned to participants of the same gender unless special assignments (i.e. families) are agreed to prior to execution of this Agreement. The occupancy of each suite is based on availability and will be either double, triple, or quad occupancy. There are no single occupancy suites. If single occupancy is desired, all beds in a suite must be purchased. Shower curtains, toilet tissue, and garbage cans are provided.

Those Sponsors requesting pre-access to rooms to make beds or place items for their guests will be charged a Pre-Access Fee of \$10.00 per apartment or suite and will only be allowed a total time of one(1) hour on a pre-arranged date and time. Sponsor or group representatives have to be escorted by Conference Services staff.

Telephones are not provided in the apartments or suites but there is a telephone in the hall on each floor for guests to use. Local service is included in conference rate; long-distance calls require a calling card. Only one type of linen service package may be selected per group (i.e. either all participants get linen or none). Linen replacement charges are as follow: \$7 for pillows, \$3 for cases, \$7 per sheet, \$45 for blankets, \$6 for towels, \$5 for bath mats, and \$2 for washcloths. Structural damages will be reasonably assessed by a facilities manager.

\_\_\_\_\_ **Initial Here** that you have read and understand this section.

### **B. DEADLINES FOR GUARANTEED NUMBERS AND ROSTERS FOR GROUP ACCOMMODATIONS**

The Sponsor agrees to provide University Housing with a final guaranteed number of guests and types of rooms needed no later than the deadline listed below. If new guaranteed numbers are not received by University Housing by the deadline listed below, the original numbers on this contract will be used as the final guaranteed numbers.

The Sponsor agrees to pay for the actual number of room issued, or 85% of the guaranteed number for each plan, whichever is higher. For example, if your guaranteed number for Room Plans is 100 and only 50 participants check-in you will be assessed for 85 Room Plans (85% of the guaranteed numbers). But if you have 95 participants check-in you will be assessed for 95 Room Plans (actual number used.)

Sponsor may increase the number of rooms after the deadline to change guaranteed numbers has passed, but is aware that ability to accommodate extra participants is subject to availability as determined by the sole discretion of Conference Services. There will be a \$25 change fee incurred, per occurrence, if changes are made after the guaranteed number deadline date below.

#### **See Below for Guaranteed Numbers Deadline**

The Sponsor agrees to provide University Housing with an assignment roster containing all resident names, gender, and requested roommate pairings no later than the deadline listed below. Chaperones must be clearly identified on the roster for the purpose of room assignment and in case of an emergency. For each day the roster is overdue, a late fee of \$25 will be assessed to the Sponsor. There will be a \$25 change fee incurred, per occurrence, if changes are made after the roster deadline date below.

## Additional Information

### Contract

University Housing also reserves the right to assign or reassign bed spaces to meet housing needs; consolidating into fewer suites than first reserved and re-assign participants in case of needed repairs or renovations to a building.

### See Below for Sponsor's Deadline to Submit Roster

\_\_\_\_\_ Initial Here that you have read and understand this section.

### C. YOUTH PROGRAM REQUIREMENTS

One adult (18 years of age or older) chaperone is required for every 25 participants in programs with participants between 14-17 years of age and one adult chaperone for every 15 participants in programs with participants 13 years of age and under. Chaperones will act as a liaison between Conference Services staff and the minor participants including but not limited to situations where corrective action is necessary to address disruptive, dangerous, or destructive behavior. The Sponsor agrees to take appropriate action (up to and including removal of the participant from the residence hall facilities for the remainder of the program) if a University Housing staff member finds that a participant's behavior is deemed to be disruptive to University Housing's normal operation, if a participant has damaged University property, is a danger to themselves or another person, or the participant violates University Housing or Georgia State University policies and procedures.

Sponsors with program participants under 18 years of age are required to provide adult supervision of minor participants at all times inside and on the grounds adjacent to University Housing facilities. Minors should be able to identify and easily contact their chaperones at all times. Chaperones must have suites on all floors on which minors will be staying. Consumption of alcoholic beverages by chaperones or supervisory staff in University Housing facilities or on any Georgia State University grounds is prohibited and chaperones may not be under the influence while responsible for minors.

The Sponsor agrees to supply University Housing staff with a telephone number at which Sponsor or its appointed liaison may be reached 24-hours a day for the duration of the contract dates. The Sponsor must have an appointed designee (and chaperones if there are minors) on campus until all participants have checked out of all University Housing facilities.

Sponsor agrees that every minor child unaccompanied by a parent or legal guardian shall be required to obtain a medical release for emergency hospital treatment or treatment by a physician in the event an accident or injury should occur. Release forms should be in the possession of the Sponsor, appointed designee, or the chaperones at all times while on campus.

For programs with a majority of participants under 18 years of age, Conference Services staff will hold a meeting on the day of check-in with mandatory attendance by all program participants and chaperones. At that meeting, Conference Services staff will explain behavior expectations and University Housing policy and procedures.

### See Below for Youth Program Meeting Date and Time

\_\_\_\_\_ Initial Here that you have read and understand this section.

\_\_\_\_\_ Initial Here IF your group is not considered a youth group.

### D. SPECIAL NEEDS

To assist University Housing in making reasonable accommodations for participants who have special needs (such as accessibility needs, wheel chair users, accessible parking, attendant needs, etc.), the Sponsor will inform the Conference Coordinator of any special needs as soon as possible or no later than the submission of the guaranteed numbers. University Housing shall be responsible for reasonable accommodations of participants with respect to access to rooms and facilities. Sponsor shall be solely responsible for all other accommodations, including those necessary for participation in Sponsor's programs.

## Additional Information

### Contract

\_\_\_\_\_ Initial Here that you have read and understand this section.

### E. TRANSPORTATION AND PARKING

Airport shuttles are available at a rate of \$7.00 per person each way for groups of 5 or less. To schedule a shuttle, participants will have to forward their flight information 14 days prior to their check-in date. Payment is due upon arrival to our facilities at check-in or can be added to the sponsor's master invoice. Participants should note that GSU strives to be ECO-conscious and there may be a delay in pick-up if there is another participant arriving within 45-minutes of their arrival.

Parking is available during contract dates. For those requiring parking decals, notification should be included when the final assignment roster is submitted. Payment for parking will be included on the final invoice unless you require your participants to pay for their own parking, in which case it will be due upon their check-in. Parking and any other charges not paid by attendee by check-out will be posted to the sponsor's master invoice to be paid.

### See Below to Indicate Transportation and Parking Needs

\_\_\_\_\_ Initial Here that you have read and understand this section.

### F. MEETING ROOMS

University Housing agrees to provide the aforementioned meeting room services and the Sponsor agrees to pay the rates indicated. If a room, computer lab, or outside area requires additional set-up, you will be charged for additional labor costs. Payment for additional services will be included on the final invoice. If your event has both residential and commuter participants, 85% of your overall participant numbers must utilize our housing accommodations in order to contract meeting room space.

\_\_\_\_\_ Initial Here that you have read and understand this section.

\_\_\_\_\_ Initial Here IF you are not contracting meeting rooms.

### G. DINING / CATERING SERVICES

University Housing agrees to arrange the aforementioned dining and catering services. The Sponsor agrees to pay the rates indicated above and agrees to the following terms.

Georgia State University operates an "All-In" policy. It is not required to have all three meals on a plan to utilize the dining center, however, it is required to have a meal plan for all participants in your group if you desire to use our facility (for example: If you have 20 people in your group and desire a meal plan in the dining center, then all 20 people will be on a plan; 15 of 20 could not get a meal plan). This "all-in" restriction does not apply to catering orders. There is a \$100.00 Service Charge Fee per meal for all outside catered meals in our meeting rooms, classrooms, and courtyard spaces, in addition to the cost of food, delivery, gratuity, and labor set by the vendors.

You will be charged for the full number of scheduled meals regardless of the number of meals actually eaten by participants. If you have unscheduled guests that will be eating with you that are not included in the above resident and commuter numbers on a particular day, you may purchase meal tickets from the front desk of the residence hall where you reside. The cost for guests are the same rates indicated above. Lost meal ticket replacement cost is \$10.

Food or beverages obtained from vendors other than Georgia State University Dining Services are not allowed within or adjacent to University Housing facilities without prior consent from Conference Services managerial staff. You are responsible for making arrangements directly with Conference Services for private catering or dining hall requests.

\_\_\_\_\_ Initial Here that you have read and understand this section.



## Additional Information

### Contract

\_\_\_\_\_ Initial Here IF you are not contracting dining/catering services.

### H. DEADLINES FOR GUARANTEED NUMBERS FOR DINING AND CATERING

The Sponsor agrees to update University Housing with the guaranteed number of meal plans for dining and catering services no later than the deadline listed below. If new guaranteed numbers are not received by University Housing by the deadline listed below, the original numbers on this contract will be used as the final guaranteed numbers.

Once guaranteed numbers have been established and food has been ordered, Sponsor understands that there will be no concessions made to adjust rates (for example: If your guaranteed numbers for meals are 100 and your show rate is only 60, you will still be charged for the full 100 people. The 85% rule [as with accommodations] does not apply.)

There will be a \$25 change fee incurred, per occurrence, if changes to numbers or orders are made after the guaranteed number deadline date below.

#### See Below for Dining and Catering Guaranteed Numbers Deadline

\_\_\_\_\_ Initial Here that you have read and understand this section.

\_\_\_\_\_ Initial Here IF you are not contracting dining/catering services.

### I. PROGRAM STORES

The Sponsor may have a program "store" within or adjacent to University Housing facilities only with written permission from University Housing-Conference Services. Sales may be made only to the Sponsor's participants, not the general public. A list of items to be sold must be submitted to and approved by the University Housing Conference Coordinator no later than 14 days prior to the earliest check-in date listed on this contract. Sale of items currently provided by, or contracted for, University Housing such as food, beverages, or vending will not be permitted.

University Housing agrees to provide the following space for a program store and the Sponsor agrees to pay the following rates. If the space requires additional set-up, you will be charged for additional labor costs. Payment for program store fees will be included on the final invoice.

\_\_\_\_\_ Initial Here that you have read and understand this section.

\_\_\_\_\_ Initial Here IF you do not require the use of a program store.

### J. GEORGIA STATE UNIVERSITY AND UNIVERSITY HOUSING REGULATIONS

The Sponsor(s)/participants/intern(s) are required to adhere to all University policies, regulations, guidelines; and all local, state and federal laws concerning health, safety, and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using University facilities and services. The Sponsor(s)/participants/intern(s) agrees to cooperate in enforcing University and University Housing regulations. Regulations include, but are not limited to, the following:

- Smoking is not allowed inside any housing facility or within 25 feet of any Georgia State University facility, including all public and gathering areas such as patios, courtyards, or parking decks. Georgia State University Housing facilities do permit smoking in limited designated outdoor areas adjacent to their buildings.
- Alcoholic beverages are allowed in University Housing facilities, but may only be possessed/consumed by or in the presence of those of legal drinking age (21+ years or older). If there are Sponsor(s)/participants/intern(s) under the legal drinking age present in living-quarters and/or function/meeting space, alcohol may not be present/possessed/consumed.

## Additional Information

### Contract

- Sponsor(s)/participants/intern(s) must present their meal card (or other Georgia State University Dining-designated proof of access) at all meals served within the Georgia State University Dining facilities. Food and beverages may not be carried out of the dining rooms.
- Firearms, weapons, ammunition, fireworks, explosives and highly flammable materials are not allowed in University Housing facilities.
- Tampering with elevators, fire alarms, and other University Housing building property is prohibited. Resulting damages or labor costs will be assessed to the Sponsor(s)/participants/intern(s). Complete evacuation of the building is required in the event of a fire alarm.
- No animals (other than service animals) will be permitted in any Georgia State University or University Housing buildings.
- No remodeling or renovating of rooms or furniture will be permitted, including but not limited to tampering with the electrical or mechanical fixtures, placement of antennas or appliances out of the windows, removal of or addition of furniture, lowering of lofted beds without permission of University Housing.
- No removal of lounge or common area furniture into individual rooms or apartments is permitted without permission of University Housing.
- No gambling or solicitation in any form is permitted.
- No parking in the service or fire lanes adjacent to University Housing buildings is permitted. No parking in the secured parking deck without a valid parking permit. Violators will be towed at owner's expense. Metered parking for guests of Sponsor(s)/participants/intern(s) is located outside the parking deck entrance (University Commons and Piedmont North only).
- Sponsor(s)/participants/intern(s) shall not engage in conduct which is disruptive to other participants, University programs, or the programs of others. Sponsor(s)/participants/intern(s) shall not endanger or threaten to endanger the safety of others or their property.
- Sponsor(s)/participants/intern(s) are only allowed in University Housing facilities that are assigned to them.
- Sponsor(s)/participants/intern(s) are required to carry their room key and access card with them at all times.
- Sponsor(s)/participants/intern(s) must also check-in and accompany their guests at all times.
- Sponsor(s)/participants/intern(s) are required to sign in all guests at the front desk on a daily basis. Guests must have their guest pass with them at all times and are not allowed to roam the facilities unescorted by the sponsor(s)/participants/intern(s) they are visiting. You must be courteous to your roommates and respectful of their schedule when having overnight guests. It is advised that you have these conversations with each other at the beginning of your stay to establish apartment ground rules (regarding guests, cleanliness of shared spaces, food, etc.).
- Sponsor(s)/participants/intern(s) are to respect others during quiet hours within their apartment, common areas, and hallways within the building. Quiet Hours are daily from 9:00pm to 9:00am.
- Sponsor(s)/participants/intern(s) are responsible for replacement cost of lost or damaged keys, access cards, and meal cards. The replacement rates are \$100.00, \$45.00, and \$10.00 respectively. Any unpaid charges of the participants will be assessed to the Sponsors' Master Account and invoiced. Any unpaid charges by interns will be charged to the credit card on file used for their deposit and rental payments.
- Occasionally, projects or maintenance require entrance into guests' rooms. University Housing will give Sponsor(s)/participants/intern(s) as much advance notice as possible in order to minimize the impact of maintenance and construction projects on their stay.
- University Housing reserves the right to enter into the guests' rooms for the purposes of inspection or emergency.
- Any Sponsor(s)/participants/intern(s)' failure to comply with any of the aforementioned regulations, or those posted throughout our facilities, or if a University Housing-Conference staff member finds that a sponsor(s)/participants/intern(s)' behavior is deemed to be disruptive to University Housing's normal operation, or if a Sponsor(s)/participants/intern(s) has damaged University property, is a danger to themselves or another person, or the Sponsor(s)/participants/intern(s) violates University Housing or Georgia State University rules and regulations, can result in permanent removal from the residence halls and Georgia State University Campus buildings without dispute or refund.

\_\_\_\_\_ Initial Here that you have read and understand this section.

### K. INSURANCE REQUIREMENTS FOR EXTERNAL GROUPS

The Sponsor shall obtain and maintain, at its own expense, commercial general liability insurance covering the period of its occupancy and use of the premises, with the following coverage and limits as a minimum: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, including death; \$3,000,000 for all damages arising out of bodily injuries to or death of two or more persons in any one accident, and a limit of not less than \$1,000,000 for all damage to or destruction of property in any one accident. The insurance company must be licensed to do business in the State of Georgia. The Sponsor must present the Certificate of Insurance with evidence of full payment of the premium to the Georgia State University Housing office no later than 7 days prior to the earliest event start date appearing on this contract (i.e. it must be received by University Housing by that time). Said insurance shall name the Board of Regents of the University System of Georgia by and on behalf of Georgia State University, its faculty and staff as additional insured. The certificate shall provide a 30-day notice of cancellation or material change of coverage to additional insureds. Failure to fulfill the



## Additional Information

### Contract

the requirements of this paragraph within the stated time shall be a material breach of contract and shall operate to automatically terminate this agreement in which event Sponsor shall be responsible for full payment of all sums due under the agreement.

Proof of coverage may be mailed to: Georgia State University Housing-Conference Services, Attn: Conference Coordinator, 75 Piedmont Avenue NE, Suite 110, Atlanta, Georgia 30303. The term of coverage should coincide with the dates of this contract.

\_\_\_\_ Initial Here that you have read and understand this section.

\_\_\_\_ Initial Here IF you are an internal GSU group. See section M.

### L. INSURANCE COVERAGE OPT-OUT POLICY FOR EXTERNAL GROUPS

Sponsor understands that by opting out of acquiring insurance coverage they will be held personally liable for any and all damages to Georgia State University properties. They also understand that Georgia State University will not be liable for any lost, stolen, or damages to personal property of conference participants and will not be held accountable for any accounts of bodily injury, up to and including death.

See Below for Option to Opt-Out of Insurance Coverage

\_\_\_\_ Initial Here that you have read and understand this section.

\_\_\_\_ Initial Here IF you are an internal GSU group. See section M.

### M. INSURANCE REQUIREMENTS FOR INTERNAL GSU GROUPS

As a state entity in the State of Georgia, Georgia State University is self-insured for liability. Claims against the State of Georgia are handled according to provisions in the Georgia Tort Claims Act, which also sets forth the procedures by which tort claims may be filed. However, there may be certain Georgia State University sponsored activities or events that will require the purchase of special event liability insurance. The requirement to purchase this liability insurance will be determined by and coordinated through the Georgia State University Office of Risk and Safety Management.

\_\_\_\_ Initial Here that you have read and understand this section.

\_\_\_\_ Initial Here IF you are an external group.

### N. DAMAGES AND INDEMNITY

Sponsor understands that use of University facilities, services and resources involves risk and does hereby voluntarily assume any and all risk of loss, damage, or liability which the Sponsor, its officers, agents or employees, or invitees, may sustain while so using University facilities, services and resources. Sponsor agrees to defend, indemnify, release and hold harmless the State of Georgia; Board of Regents, State of Georgia; and Georgia State University, and their officers, agents, servants, and employees, against any and all liability, claims, demands, actions, or causes of actions for loss, injury, or damage to persons or property, including claims of employees of the Sponsor or its agents, arising out of activities conducted by the Sponsor or its guests on or in University buildings, properties, or facilities except those resulting from proven gross negligence of any university employee or agent. The University assumes no liability for any property placed by Sponsor in University buildings, properties or facilities.

\_\_\_\_ Initial Here that you have read and understand this section.

### O. PUBLICITY

Prior to being sent to conference participants, the Sponsor must submit a copy of any promotional literature or registration forms containing any

## Additional Information

### Contract

references to the University Housing facilities to the University Housing Conference Coordinator for review. Housing, dining, and catering prices mentioned in promotional literature may not exceed actual rates charged by University Housing. The Sponsor may not use University marks or logos and may only use the University name to identify the location of the event. The University's name may not be used in any way that infers University Housing is sponsoring or otherwise endorses the Sponsor or the event.

A copy of the conference participants' agenda or program must be submitted immediately upon its availability and not less than 15 days prior to the earliest check-in date appearing in this contract. Any changes made to the agenda or program should be submitted upon check-in.

\_\_\_\_\_ Initial Here that you have read and understand this section.

### P. FORCE MAJUERE

In the event that University Housing buildings, property, or facilities shall be destroyed or substantially damaged by fire or other casualty, or if other force majeure circumstances render the fulfillment of this contract by University Housing impractical or impossible, the Sponsor shall be obligated to pay the charges listed in this contract only for those services that have been provided up to the time of the casualty or circumstances. The Sponsor waives any claim for damages or compensation resulting from fire, casualty, or other force majeure circumstances under this agreement.

\_\_\_\_\_ Initial Here that you have read and understand this section.

### Q. ADDITIONS AND DELETIONS

The use of any facilities and/or services beyond those specified in this agreement is subject to additional charges. Any additions to or deletions from the agreement must be approved in writing by both parties to be valid and the corresponding charges will be included in the balance due in the final billing.

\_\_\_\_\_ Initial Here that you have read and understand this section.

### R. THINGS TO NOTE

1. If you plan on receiving mail or packages through parcel services, please use the following addresses and format for delivery:

For University Commons

Your First and Last Name  
Conference Attendee  
141 Piedmont Avenue NE  
Atlanta, Georgia 30303

For Piedmont North

Your First and Last Name  
Conference Attendee  
175 Piedmont Avenue NE  
Atlanta, Georgia 30303

For Patton Hall

Your First and Last Name  
Conference Attendee  
160 Edgewood Avenue NE  
Atlanta, Georgia 30303

\*University Housing-Conference Services is not responsible for any lost, stolen, or damaged packages.

2. If you acquired Linen Service with your contract, you are entitled to a daily towel exchange at the front desk. It is a tit-for-tat system; what you bring to the desk is what you'll receive in return. Bed linens are exchanged weekly for those staying more than 7 days and is done so in a central location TBD.
3. Tissue is provided in all apartments and suites. Additional rolls can be obtained from the front desk.
4. Various items are available at the front desk for your convenience:

Free (ID required to hold\*)

Irons\*  
Ironing Boards\*  
Hair Dryers\*

For Nominal Fee

Toiletries (shampoo, conditioner, lotion, toothpaste/brush, mouthwash, soap)  
Kitchen Kits  
"Green" Bed Linen

## Additional Information

### Contract

Clothes Hangers	Laundry Detergent
Bellman Carts*	Household Cleaning Kits
Vacuum Cleaner*	Guest Parking
Broom & Dust Pan*	Document Printing (11+ pages)
Ethernet Cord	
Document Printing (1 <sup>st</sup> 10-pages)	

5. Fitness Center Passes are available at the front desk. Day Pass is \$3, Week Pass is \$10, and a Month Pass is \$30. Hours of Operation are 6:00am - 10:00pm. There is a five person capacity for the center. Waivers must be signed and on file to have access to the fitness center. Check-in at the front desk is required for every visit. Replacement Pass is \$10.

6. How to Check-In:

If you are residing in the University Commons you can find directions to our facilities on our website: <http://myhousing.gsu.edu/conference-services/> and click on the "Directions" PDF at the bottom of the page. Upon your arrival, if walking from MARTA or being dropped off by taxi, walk through the tunnel entrance at the northeast corner of Piedmont Avenue and John Wesley Dobbs Avenue. There is a security station on the left side; tell them your name and that you are an intern checking-in; they will open the handicap gate for you. Walk to the glass double-doors and knock. If you are driving follow the directions on the website and when you pull into the parking deck drive-way entrance, push the red button on the grey pad and wait for an answer from the security station. Tell them your name and that you are an intern checking-in. They will lift the gate; drive up to the 4th level (Level P1) and knock on the double-door to the Lobby.

If you have any troubles with finding us on the day of, please contact the front desk at (404)413-1900.

If you are residing in Piedmont North you can find directions to our facilities on our website: <http://myhousing.gsu.edu/conference-services/> and click on the "Directions" PDF at the bottom of the page. Upon your arrival, if walking from MARTA or being dropped off by taxi, enter the first set of glass double doors to Building A and the front desk attendant will buzz you into the second set of doors. You will check-in at the front desk.

If you have any troubles with finding us on the day of, please contact the front desk at (404)413-1925.

If you are residing in Patton Hall you can find directions to our facilities on our website: <http://myhousing.gsu.edu/conference-services/> and click on the "Directions" PDF at the bottom of the page. Upon your arrival, if walking from MARTA or being dropped off by taxi, you will walk through the glass double doors located on the northwest corner of Piedmont Avenue and Edgewood Avenue. Knock on the doors for entry and check in at the front desk immediately to your left.

If you have any troubles with finding us on the day of, please contact the front desk at (404)413-1470.

\_\_\_\_\_ Initial Here that you have read and understand this section.

### S. DEPOSIT INFORMATION

There are two deposit options:

**Option 1 - No Deposit** required up front, but payment of all estimated charges in this contract is due in full upon check-in (amount stated below will be adjusted when final guaranteed numbers are given, see Section B). Any subsequent charges incurred during your stay will be invoiced. Payment for invoiced charges is due in full within 30 days of the invoice date.

**Option 2 - A 35% deposit** of all estimated charges on the contract is due with the return of your contract and the balance and any subsequent charges incurred during your stay will be invoiced and is due within 30 days of the invoice date. Your space is not guaranteed until both contract and deposit are submitted.

**See Below to Choose Deposit Option**

## Additional Information

### Contract

\_\_\_\_\_ Initial Here that you have read and understand this section.

### T. FINAL PAYMENT TERMS

Charges for contracted items and other authorized requests incurred during your stay will be assessed to the Sponsor's master account. Questions regarding the billing statement must be addressed in writing to Conference Services within 10 days of the invoice date. Payment in full is due within 30 days of the invoice date.

For groups with individual reservations payment is due in full at time of reservation. Any cost incurred by attendees during time of stay will be charged to the same credit/debit card on file if not paid before check-out.

Interest in the amount of 1.5% per month will be assessed to overdue accounts. Programs not paid in full will not be allowed to reserve space for the future. Sponsor shall be responsible for reimbursing University Housing for all collections costs, including reasonable attorney's fees and other expenses incurred in enforcing collection of any and all amounts owing hereunder whether or not legal action is instituted. In the event suit or action is instituted to enforce compliance with this agreement, including but not limited to the collection of any sums due and owing, University Housing shall be entitled to all costs and expenses of litigation, including reasonable attorney fees.

In the event that the performance by either party to this Agreement shall be prevented by act of God, storms, fire, flood, acts or regulations of governmental agencies or public authorities or labor unions, labor difficulties, lockout, strike, civil disturbance, war, riot, blackout, air raid alarm, air raid, act of public enemy, or epidemic, the parties shall respectively be relieved of their obligations hereunder and there shall be no claim for damages by either party against the other.

\_\_\_\_\_ Initial Here that you have read and understand this section.

### U. PAYMENT METHODS

Please use the following methods to submit both deposits and final payments for your account.

### FOR INTERNAL GSU GROUPS ONLY

If you are paying via a Georgia State University Speed Type Account, please provide the complete departmental account information in the spaces below. All line items **MUST** be answered (see your department's accountant or business manager to access this information).

Please complete all sections below for proper processing of internal GSU account payments.	
Speedtype	
Account Type	
Fund	
Department	
Program	
Subclass / Budget Year	
Business Contact & Email	
Payment Amount	\$

*\*If you are making multiple transactions of the same type from different accounts, please copy this page and complete the information needed for each account.*

### FOR EXTERNAL AND INTERNAL GROUPS

For debit/credit card payments, please complete the information below.

## Additional Information

### Contract

Please complete all sections below for proper processing of credit or debit card payments.

<b>Name as it appears on Credit/Debit Card</b>	
<b>Billing Address</b>	
<b>City, State, Zip</b>	
<b>Card Number</b>	
<b>Expiration Date</b>	
<b>3-Digit Pin (on back of card)</b>	
<b>Payment Amount</b>	<b>\$</b>

*\*If you are making multiple transactions of the same type from different cards, please copy this page and complete the information needed for each card.*

For check payments, make checks payable to **Georgia State University**. We cannot accept starter checks. Checks must have pre-printed name and contact information on the check. All returned checks will incur a \$35 returned check fee, in addition to any incurred fees from your banking institution.

You may return your signed contract with payment information to:

Georgia State University Housing-Conference Services  
Attn: Conference Coordinator  
75 Piedmont Avenue NE  
Suite 110  
Atlanta, Georgia 30303

or

Georgia State University Housing-Conference Services  
Attn: Conference Coordinator  
PO Box 3961  
Atlanta, Georgia 30302

or

Scan to Email to: [conferences@gsu.edu](mailto:conferences@gsu.edu)

or

Fax to: (404) 413-1803

\_\_\_\_\_ Initial Here that you have read and understand this section.

### Conference Coordinator

Please note:

Your room accommodations do not have kitchens.

Your sequestered meal plan only provides meals Monday - Friday.

Weekend meal plans are available starting June 7 for the duration of the summer for an additional cost.

## Additional Details

Guaranteed Numbers Deadline for Accommodations and Dining/Catering:

Friday, May 16, 2014

Group Roster Deadline:

Friday, May 23, 2014

Please initial here if organization requires individual participants to pay their own parking. X \_\_\_\_\_

Please check which Deposit Option you prefer below.

Deposit Option 1: \_\_\_\_\_

Deposit Option 2: \_\_\_\_\_ The amount due with this contract if option 2 is chosen is: \$7,247.00

## Quote Information

### Quote Details: Beds and Meals Quote

Description	Quantity	Gross Rate	Gross Subtotal
<b>Other items</b>			
Dining - Dining Hall Breakfast - Dining Hall Breakfast	8	\$6.00	\$48.00
Dining - Dining Hall Lunch - Dining Hall Lunch	8	\$8.00	\$64.00
Dining - Dining Hall Dinner - Dining Hall Dinner	16	\$12.00	\$192.00
Dining - 5 Day Meal Plan (B-L-D Mon-Fri)	64	\$125.00	\$8,000.00
Room Charge - PNB Triple w/o Linen	456	\$25.00	\$11,400.00
Parking - Weekly (Car) [Quantity = 5 cars x 8 wks]	40	\$25.00	\$1,000.00
			<b>\$20,704.00</b>
<b>Net Total</b>			<b>\$20,704.00</b>
<b>VAT Total</b>			<b>\$0.00</b>
<b>TOTAL</b>			<b>\$20,704.00</b>

## Cancellation Terms

Cancellation requests must be in writing and the effective date is the date of the postmark or email date stamp. Cancellation fees for groups are as follows:

1. Cancellation requests received more than 45 days out from the date of your first scheduled check-in will incur a fee of 35% of all estimated charges in this contract. Henceforth, if you choose:
  - a. Deposit Option 1, this means you will incur a charge of 35% of all the estimated charges in this contract.
  - b. Deposit Option 2, this means you will lose the 35% deposit you paid at the time you returned your signed contract.
2. Cancellation requests received less than 45 days from the date of your first scheduled check-in, whether you choose deposit option 1 or 2, will incur an additional 15% fee of all estimated charges in this contract (total fee is 50%).

For groups that contract services within 45 days of their check-in date, cancellation of your contract will automatically be subject to clause #2 above for a cancellation fee of 50% of all estimated charges in this contract.

If your conference requires individual reservations each individual's cancellation fee will be comprised of a forfeiture of 35% of the total amount paid at the time of reservation if request is received more than 45 days from the date of first scheduled check-in. An additional 15% of the initial payment will be withheld if cancellation is made less than 45 days prior to the scheduled start of your event.

Cancellation fees for interns prior to check-in is a forfeiture of your \$200 deposit. Early move-outs will result in a forfeiture of the current month's rent and subsequent months will incur a 10% fee (for example: Your monthly rent is \$840. You moved in May 1 and your original requested move-out date is July 31, which is 3 months. You pay your 2nd month's rent on June 1, but then decide to check-out early on June 20. You will not be refunded



## Signatures

This agreement sets forth all the provisions, agreements, conditions, covenants, terms and understandings between the parties relative to the Premises. There shall be no provisions, agreements, conditions, covenants, terms, understandings, representations or inducements, either oral or written, between the parties other than as herein set forth. It is understood and agreed that no subsequent alteration, amendment, change or addition to this agreement shall be binding upon the parties herein unless reduced to writing and signed by all the parties to this agreement.

By signing this contract, I state that I have read and agree to the terms and conditions listed, and I am authorized to sign on behalf of the entity I represent:

**Group Sponsor**

**Board of Regents of the University System of Georgia  
by and on behalf of Georgia State University**

Print: \_\_\_\_\_

Print: Dr. Marilyn DeLaroche

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

