

Georgetown University  
Offices of Summer and Conference Housing  
and  
Campus Activity Facilities

Summer Conference Agreement

**GS6510xxx**

**Conference Title:**

**Conference Dates:**

This Agreement is entered into this **xh day of (Month) (Year)** between the Office of Summer and Conference Housing of Georgetown University (“the University” or “Summer and Conference Housing”) and **(Client’s name)** (“Client”).

Client desires housing and conference services for itself and approximately **30 participants**. The University estimates that the cost of those services, as described in this Agreement, will be **\$ xxx**. Client is advised and agrees that this cost is only an estimate and Client agrees to pay for the total charges of actual services rendered by the Office of Summer and Conference Housing and its agents. Client agrees that all payments must be submitted through a valid Georgetown University Cost Center number.

**Client is advised and agrees that a reduction in participants or bed nights results in forfeiting 20% of the total cost of specified housing and conference services covered by this Agreement.**

**The Client must sign and return this agreement 30 days from the issued date in the first paragraph or space will be released.**

The parties agree as follows:

**A. GENERAL CONDITIONS**

1. This written Agreement represents the entire Agreement between the University and Client and may only be amended by mutual Agreement of the parties, in writing. The University will not be bound by oral explanations, estimates or instructions given at any time. Requests made for services not covered by this Agreement must be made in writing to the Offices of Summer and Conference Housing. An agent the Office of Summer and Conference Housing will approve such requests in writing and may, at that time, provide client with an estimate of the cost of such services. The Office of Summer and Conference Housing is not bound by such estimates and Client agrees to pay the actual cost of the requested services provided by Summer and Conference Housing or its agents.
2. It is expressly understood and agreed that the University does not grant refunds for rooms vacated by participants before the departure date established by this Agreement and early arrival is not authorized.

3. Any mailings, brochures, programs, advertising, promotional or sales literature, or any other publicity distributed by the Client that advertises a nightly room rate will provide the actual room rate plus applicable taxes. Any additional administrative or **other fees charged by the Client to its participants will be listed separately from the nightly housing rate.** Client agrees to provide the Conference Specialist with an advance copy of any such proposed materials.
4. It is expressly understood and agreed that this Agreement shall not operated or be construed to create the relationship of landlord and tenant between the University and the Client or between the University and the conference participants under any circumstances whatsoever.
5. It is expressly understood and agreed that smoking is prohibited in all public areas of the University, including all areas of the Leavey Center. Smoking is prohibited in University residences as well. Client has been provided with a copy of the University's smoking policy and agrees, on behalf of itself and its conference participants, to comply with this policy.
6. All charges established by this Agreement are inclusive of the District of Columbia sales tax or any other taxes. Client agrees to pay charges for such taxes where applicable. See section C: Costs.

## **B. SERVICES TO BE PROVIDED**

### **HOUSING:**

The University agrees to provide the client, and the Client agrees to pay the University for the housing services to be provided during the Conference Dates entered on page one in this Agreement and the number of participants provided by the guarantee date.

### **CHECK-IN/CHECK-OUT:**

1. Check-in may occur between 4:00 pm and 9:00 pm in the Residence Hall Office located in the assigned residence hall or apartment complex, unless indicated otherwise by the Office of Summer and Conference Housing. Exceptions to the check-in time must be approved in writing by the Office of Summer and Conference Housing.
2. All conference participants must vacate and check out of their rooms by 10:00 am on the scheduled day of departure. Client agrees to pay charges for an additional night's stay for each guest not checked out by the scheduled time. Exceptions to the check-out time must be approved in writing by the Office of Summer and Conference Housing.
3. The University reserves the right to change the assignments of residence halls, rooms, apartment complexes, and apartments. A request by Client for any additional rooms/apartments over and above the number established by this Agreement must be made in writing to the University. The University may approve such a request if appropriate rooms/apartments are available. Client agrees to pay the room rate established by the University for any such additional rooms/apartments.

**KEY DEPOSIT AND CONFERENCE VISITOR CARDS (CVCs):**

4. Entry to rooms in the residence hall and apartments is controlled by keys or key cards. Entry to the residence halls and some apartment complexes is controlled by a Conference Visitor Card.
5. Client is responsible for all keys and/or cards issued to conference participants. Client agrees to pay fifty dollars (\$50.00) for each key not returned to the Residence Hall Office at the designated check-out time for conference participants. Returning the key by mail at the conclusion of the conference does not preclude the fifty dollar lock change fee.
6. The Client is responsible for all CVCs issued to participants. Client agrees to pay thirty dollars (\$30.00) for each CVC not returned to the Residence Hall Office at the designated check-out time.
7. Keys and cards should be returned by each individual not in a group.

**SECURITY:**

1. It is expressly agreed and understood that the University's Department of Public Safety is responsible for providing security for all events held on the Georgetown campus. Client agrees that the Department of Public Safety, in its sole discretion, will determine the extent of security to be provided for any such event. Client agrees to pay for all costs associated with such security.

**CONFERENCE REQUIREMENTS AND AGENDA:**

1. A final list of requested services and agenda must be provided in writing to the Office of Summer and Conference Housing's Conference Coordinator no later than twenty one (21) days prior to the conference's scheduled start date. If the Client fails to provide the requested information by this date, the University cannot guarantee that all of the Client's requirements will be met.

A final participant list must be provided in writing to the Office of Summer and Conference Housing's Conference Coordinator no later than the guarantee date, which is fourteen (14) days prior to the conference's scheduled start date. If Client fails to provide the final participant list by this date, the University cannot guarantee that all of Client's requirements will be met.

**C. COSTS**

**TOTAL COST:**

1. The total cost covered by this Agreement is estimated at \$ **xxx**. Client is aware that this estimated cost is a good faith approximation of the total charges for the Office of Summer and Conference Housing covered by this Agreement. Client agrees to pay the actual total cost of such services.

## **SALES AND USE AND OCCUPANCY TAX:**

2. Cost for housing is the nightly rental rate plus the combined sales & use and occupancy tax of 14.5%. Cost for the following items and services is the rate plus sales and use tax of 5.75%: equipment rental, linen service, telephone installation, service, and long distance, and sundry items. Cost for food services is the rate plus food tax of 10%. Cost for parking is the rate plus parking tax of 12%. If the organization meets any of the following criteria, then it is exempt from the above mentioned taxes:
  - a. The individuals are students at Georgetown University. This means that the individual is currently taking a course being offered for which s/he is given credit.
  - b. The individual or group has a DC Sales Tax Exemption Certificate. The date on the certificate must cover the rental period. A copy of the certificate must be returned with the signed copy of the Summer Conference Agreement.
  - c. The individual or group has a DC Reseller's Certificate. The date on the certificate must cover the rental period. A copy of the certificate must be returned with the signed copy of the Summer Conference Agreement.
  - d. The individual or groups represents the Federal or District of Columbia government. A copy of the purchase order must be returned with the signed copy of the Summer Conference Agreement.
  - e. If the period of stay exceeds ninety (90) consecutive days, the group is exempt from combined sales and use and occupancy tax **on housing charges only**.

Omission of documentation of proof of exemption will result in the charge of the combined sales and use and occupancy tax on housing and sales and use tax on food, or parking tax on other applicable services.

## **D. SCHEDULE OF PAYMENTS**

After a reservation request is received by the University, the Client will receive a Summer Conference Agreement to sign and return.

1. After the Summer Conference Agreement is signed and returned to the Office of Summer and Conference Housing and a Client is paying by providing a cost center number, an itemized statement of services will be provided after the schedule check-out date of the group. Client must report any alleged claim of error in the statement to the Offices of Summer and Conference Housing as applicable within 15 days of the statement. Payment will be made using a Journal Voucher to debit the Client's cost center and credit the cost center of the Office of Summer and Conference Housing.
2. If the Client is not providing a cost center number, the Client must notify the Office of Summer and Conference Housing in order that an External Agreement may be prepared. Client understands and agrees that the Client is subject to paying all deposits and is subject to all terms and conditions established in that External Agreement should an alternate form of payment be indicated by the Client. Once the agreement is signed and the deposit received, the University will send the Client an itemized statement of services to review. After the Client accepts the statement, a non-refundable Interim Guarantee Payment (50% of the balance due) will be required not to exceed 45 days prior to the established conference arrival date on page one.

The balance due is required 14 days prior to arrival.

After the conclusion of the conference, a written, itemized invoice reflecting all charges and payments up to that date will be sent to the Client. Client agrees to process payment within thirty (30) days of the date of the invoice. Client must report any alleged claim of error in the invoice to the Offices of Summer and Conference Housing as applicable within 15 days of the invoice. Any additional charges received by the Offices of Summer and Conference Housing or Campus Activity Facilities will be reflected in additional invoices and the Client agrees to pay any balance due within thirty (30) days of the date of the invoice. Client must report any alleged claim of error in the invoice in writing to the Offices of Summer and Conference Housing or Campus Activity Facilities as applicable within 15 days of the invoice. A copy of the invoice must be attached to any correspondence regarding charges contested for services rendered.

#### **E. TERMS OF OCCUPANCY**

Client is responsible for informing conference participants of the terms of occupancy outlined in this section. Client understands and agrees on behalf of itself and all the conference participants that:

1. The conference participant is responsible for the care and condition of the rooms and apartments covered by this Agreement, including, but not limited to, the walls, floors, carpets, furniture, etc. The rooms or apartments must be left in move-in condition upon departure. Client agrees to pay the cost of repairs for any damages and the cost of any special cleaning needed to return the room or apartment to its move-in condition. The need for and the costs of any such repairs or cleaning is within the sole discretion of the Office of Summer and Conference Housing.
2. The general cleanliness, upkeep and condition of the residence halls and apartments are important to the health and welfare of the Georgetown University community. To this end, Summer and Conference Housing or other authorized University personnel reserve the right to enter a conference participant's room or apartment for administrative, safety, weekly inspections or regulatory purposes. Members of the University staff may enter a conference participant's room or apartment for administrative purposes such as, but not limited to, facility maintenance and repairs including painting, furniture delivery, removal or care of furniture, maintenance and safety inspections, and general housekeeping. After knocking and waiting a reasonable period of time, entry may be made.
3. Summer and Conference Housing is not responsible for the loss of, or damage to, any property of Client or of the conference participants. The University recommends that conference participants carry insurance on their belongings.
4. The University does not permit the use of any of its facilities for any commercial purposes whatsoever. Solicitation and gambling are expressly prohibited.
5. All animals, except animals trained to aid those with disabilities, are prohibited in all campus buildings.

6. No personal heating, air-conditioning, or cooling apparatus is permitted in rooms or apartments. The only cooking appliances permitted in any room in a residence hall are UL approved coffee pots and hot pots with self-contained heating units and hot air popcorn poppers. Cooking is permitted only in designated areas of the residence halls which are located on the community rooms on all floors of Copley, Darnall, Harbin, McCarthy, Kennedy, Reynolds, New South, Village C and LXR Halls. Conference participants may use existing facilities in these locations to prepare food for themselves. Conference participants who are assigned to apartments may provide other small cooking appliances for personal use as long as they are UL approved and have self-contained heating units.
7. All conference participants and their guests must abide by current University policies, District of Columbia laws, and Federal laws including, but not limited to, those dealing with fire safety, intoxicants, narcotics, drugs, alcohol and weapons. Conference participants are responsible for the proper disposal of waste. District of Columbia law requires that all cans, bottles, paper, and newspapers be recycled. District of Columbia law prohibits smoking in all public areas of the University, including all areas of The Leavey Center. Smoking is prohibited in University residences as well.
8. Male and female conference participants may be housed on the same floor of a residence hall but will be provided with separate sleeping accommodations and bathroom facilities. Shared rooms or apartments are reserved for married couples or occupants of the same sex.
9. Any individuals staying in a residence hall or apartment for one or more nights must be registered and paying guests. Permission and arrangements for guests may be made by contacting the Office of Summer and Conference Housing.
10. The Office of Summer and Conference Housing will use its best efforts to provide staff on duty who can be contacted at any time for assistance or emergencies.
11. This Agreement shall constitute a license and shall not be deemed to constitute a lease or to create or transfer an interest in or lien on real estate. The University may revoke the license in accordance with the terms of this agreement. Subject to the University's right of revocation, the Client and the conference participants agree that this Agreement shall remain in force for the full term of the occupancy.
12. Summer and Conference Housing reserves the right:
  - a) to levy and collect charges for damages to, unauthorized use of, or alterations to rooms, equipment or buildings, and for special cleaning necessitated by improper use of its facilities;
  - b) to reassign conference participants to other accommodations on campus after timely notification;
  - c) to bar any conference participant from the campus and the residence halls if, in the sole opinion of the Office of Summer and Conference Housing, the individual's conduct is injurious or potentially injurious to the University or the members of the University community;
  - d) to retain any payment made by, or on behalf of, any conference participant barred from the campus or residence halls;

- e) to terminate the reservation of any conference or conference participant if, in the sole opinion of Summer and Conference Housing, unforeseen events make it inadvisable, illegal, or impossible to provide the required facilities;
- f) upon timely notification, to add or delete from these policies any clause or clauses whatsoever.

13. All conference participants must comply with the University Code of Conduct.

#### **F. LIABILITY RELEASE AND INDEMNIFICATION**

Client agrees that the University, its officers, employees, students, and agents shall not be liable for any claims, demands, damages, injuries, or cause of action arising from use of the University facilities subject to this Agreement. Client does hereby forever release and discharge, indemnify, and hold harmless the University, its employees, officers, students and agents from all such claims, demands, injuries, damages or causes of action. Client assumes responsibility for the safety and well being of persons whom Client includes in its group for summer housing or otherwise brings onto the University's campus.

#### **G. CONSENT TO EMERGENCY MEDICAL TREATMENT FORMS**

Client agrees to ensure that the attached Consent to Emergency Medical Treatment Form, is completed for all individuals under the age of 18 years old attending the conference or the Client may provide a copy of their form along with this signed agreement. The Client further agrees to have the completed consent forms on file and available for immediate access at all times during the conference. Client shall also designate a "program administrator" who will maintain the completed consent forms and serve as a primary emergency contact 24 hours daily via a cell phone during the conference. The Client agrees to provide the cell phone number to the Office of Summer and Conference Housing 14 days prior to the scheduled arrival date.

#### **H. GUARANTEE DATE REQUIREMENTS**

##### **GUARANTEES FROM CONFERENCE SPONSOR:**

##### **For Summer and Conference Housing and Campus Activity Facilities:**

##### **30 days after the confirmation to hold your conference at Georgetown University:**

A listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are due to the Office of Campus Activity Facilities. Please note that requests are processed on a first-come, first-served basis. We may be unable to accommodate requests received after this point.

**90 days prior to the participant's arrival date:**

An agenda is due to the Office of Summer and Conference Housing. A revised listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are due to the Office of Campus Activity Facilities. Please keep in mind that facilities space is limited. We may be unable to accommodate requests received after this point.

**21 days prior to the participant's arrival date:**

The Office of Summer and Conference Housing will e-mail a spreadsheet (rooming list) to the conference sponsor for use of making room assignments which is designed to pull into our database.

The spreadsheet (rooming list) must not be altered; information must be entered accurately. It must indicate genders for making room assignments.

Floor plans may be requested to assist the conference sponsor in assigning participants.

**14 days prior to the participant's arrival date:**

The spreadsheet must be returned completed and e-mailed back to the Conference Coordinator. Additional participants may not be added after the return of the spreadsheet. The spreadsheet must not be submitted later than 14 days prior to the participant's arrival date in order for the Client to continue to enroll participants.

A written guarantee separately listing the number of participants, number of telephones and number of parking passes needed is **due to the Office of Summer and Conference Housing** 14 days prior to the participant's arrival date. Without a written guarantee, the original number of participants and services listed in this Agreement will be the guarantee, if the amount of participants who check-in to a room/apartment/townhouse or services decrease.

A final listing of requested numbers and sizes of meeting and activity rooms (occupancy) and set up requests, i.e. tables, chairs, trash cans, etc. are **due to the Office of Campus Activity Facilities**.

Contact name and cell phone number for the assigned leader staying on campus for the duration of the conference that is the University's contact for information.

Payment in full is due from Georgetown Department that is not paying by a Georgetown University Cost Center number. **Check-in will not occur unless payment is received in full.**

## **I. SMOKING POLICY**

It is the policy of Georgetown University to achieve an environment as close to smoke-free as practically possible. The University is concerned about health and safety of all faculty, staff, students, and visitors. Smoke is offensive to many non-smokers, and a significant percentage of faculty, staff and students do not smoke. In accordance with the requirements of the statutory law of the District of Columbia, this policy is intended to protect non-smokers, while recognizing the needs of smokers.

### **Smoke-Free Areas**

Smoking is prohibited in indoor locations except for designated smoking areas. Areas where smoking is prohibited include:

1. All University residences.
2. Academic areas, classrooms, lecture halls, seminar rooms, laboratories, libraries, and computer facilities.
3. Conference rooms, auditoriums, exhibition areas, indoor athletic facilities, theaters and retail stores.
4. Health facilities.
5. Common/public areas including stairwells, elevators, lobbies, hallways, waiting rooms, lounges, reception areas, restrooms, customer service areas and parking garages.
6. Owned and leased University vehicles.

### **Designated Smoking Areas**

1. Outdoor locations where smokers will not block the entrance of persons to a building or subject non-smokers to excessive amounts of smoke. Containers for the disposal of cigarette ashes and butts shall be provided in outdoor locations.
2. Special concern and attention will be given to the needs of non-smokers who may be exposed involuntarily to smoke.

### **Enforcement**

1. It is the responsibility of all members of the community to observe this smoking policy.
2. The Office of Student Conduct is responsible for ensuring compliance by academic year students and their guests. The Office of Summer and Conference Housing is responsible for ensuring compliance by summer residents. Managers and supervisors are responsible for ensuring compliance by the employees in their areas. Faculty, staff, and students are responsible for enforcing the policy with visitors, and are encouraged to direct violators to designated smoking areas.

3. Smokers are responsible for disposing of their cigarette ashes and butts appropriately.

### **Signs**

1. Signs designating “No Smoking Areas” will be in accordance with the District of Columbia law. Signs will be visible in sufficient number and in a manner that gives notice to the public of the policy

## **J. ALCOHOL POLICY**

The following policy has been developed to ensure the most responsible approach for the use of alcohol in the Georgetown University community. The goal is to promote an environment in which all members of the community conduct themselves in an appropriate manner and to encourage an atmosphere of civility and respect for one another. It is the conviction of the University that public drunkenness and public intoxication are unacceptable and are inconsistent with the educational mission of the University and to responsible citizenship. Accordingly, each person must assume full personal responsibility for himself or herself, and for strict compliance with the law and the University policy and registration guidelines.

### **Regulations for alcoholic beverages in residential spaces**

1. Residence halls - The presence of alcoholic beverages and all containers that have previously contained alcoholic beverages such as empty beer cans or wine bottles is prohibited in public areas of residence halls and throughout campus. This prohibition applies to all visitors or guests regardless of age.

2. University apartments - the consumption of alcoholic beverages is permitted in private apartments only by occupants and guests who are of legal drinking age and in compliance with University policy and the laws of the District of Columbia.

3. Residents of a University apartment must register all parties for which they anticipate 20 or more guests and/or plan to serve a half-keg or more of beer.

4. Parties held in apartments must be registered with the Office of Summer and Conference Housing. The office is located in 103 Harbin Hall. All parties must be registered 72 hours prior to the event only on Friday or Saturday night. The registration forms are located in the Residence Hall Office (RHO). The sponsor of the party is the host of the party and is held primarily responsible for University regulations, guests, damages and destruction. A majority of the residents must be 21 years of age or older to sponsor or host a party with alcoholic beverages. The University follows D.C. laws on the sale and use of alcohol and enforces the following rules:

1) Anyone under the age of 21 is prohibited from consuming any alcoholic beverages.

2) No person within the District of Columbia shall offer, give, provide, or otherwise make available, any alcoholic beverage to any person under 21 years of age.

5. Party sponsors may not serve hard liquor unless they can verify that all guests and all hosts are 21 years old or older.

### **Regulations for serving alcohol at University-sponsored events in non- residential spaces**

1. District of Columbia law requires that a license be obtained for the sale of any alcoholic beverages. Selling includes charging for admission, a registration fee, or any direct means of collecting money to fund the event. A District of Columbia Class "F" license is required for any event at which beer or wine will be served for a cost. The District of Columbia Class "F" license requires at least ten (10) days for approval and should be requested from the Alcoholic Beverage Control Board 14 days in advance. The Board will not consider applications submitted late. A license must be obtained for each event by the event supervisor.

2. The organization hosting the event must take adequate measures to confirm the identification and age of those wishing to drink. It is illegal to serve alcohol to or purchase alcoholic beverages for a minor. Proper identification, with picture and birth date, will be required of any person wishing to consume alcoholic beverages.

3. Any group or organization sponsoring an event in public lounges or open areas must properly control the dispensation of alcoholic beverages including checking for proper identification. In short, guests may not serve themselves; events are required to have servers who are at least 21 years old. Servers may not drink any alcoholic beverages during the event. Servers must check for proof of age and may serve only one drink to a person at any time. EACH SERVER ASSUMES RESPONSIBILITY NOT TO SERVE PERSONS ALREADY INTOXICATED.

4. A sign must be clearly displayed at the serving area which reads: "District of Columbia law prohibits the sale or serving of alcoholic beverages to anyone under the age of 21 and to any person who is intoxicated or appears to be intoxicated."

5. Organizations must always arrange for security guards at functions or events when alcoholic beverages will be served. The Department of Public Safety is responsible for determining the appropriate security arrangements for each event. The group sponsoring the event must pay all security costs.

6. Individuals who appear intoxicated or who exhibit drunken behavior will not be admitted to registered functions on campus. Moreover, individuals demonstrating such behavior while attending any registered function will be promptly removed by security, a bartender or official sponsor of the function.

### **K. INSURANCE**

Coaches sponsoring summer sport camps must check with the Office of Risk Management regarding liability insurance.

## **APPENDIX A: Client Information**

*This Information must be completed in order to execute this Agreement.*

1. Nature and Purpose of Client's Organization (Please Attach a Separate Sheet with a Longer Description and Flyer, if necessary):

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2. Name of Program or Course to be Conducted:

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3. Nature of Program or Course, or Nature of Stay in Washington, DC (Please Attach a Separate Sheet with a Longer Description and Flyer, if necessary):

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4. Number of Participants on Campus: \_\_\_\_\_; Off Campus: \_\_\_\_\_.

### **EXEMPTION STATUS:**

The organization is exempt from occupancy and sales and use taxes based on criteria \_\_\_\_\_ as listed under Section C: Costs. *If an exemption from taxes is claimed under any criteria documentation of proof of exemption must be provided.*

**APPENDIX B**  
**The Office of Summer and Conference Housing**  
**Contracted Services**

The University agrees to provide the Client, and the Client agrees to pay the University for, the following described services:

**HOUSING:**

**DATE AND TIME OF ARRIVAL:**  
**DATE AND TIME OF DEPARTURE:**

XXX Hall	Description	= \$
	<b>Subtotal for Housing:</b>	= \$
	<b>Tax (exempt):</b>	

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**LINEN:**

XXX Hall	Standard Linen service for XX people at \$ XX/person.	
	Linen exchange	= \$
	<b>Subtotal for Linen:</b>	= \$
	<b>Tax (exempt):</b>	= \$

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**ADDITIONAL SERVICES:**

Additional Services	Undetermined at this time. May be determined at a later date.	
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**Total Amount Due:** = \$

Any changes to the services provided in Appendix B may be made directly on the Agreement, but must be initialed by the **Authorized Representative**.



