



California State University
 Dominguez Hills
 Conference Housing Agreement

CSUDH University Housing
 1100 E. Victoria Street Building "X"
 Carson, CA. 90746
 (310) 243-2282
 Agreement

Contract Date: Contract Number:

This agreement is entered, between the Trustees of California State University Dominguez Hills Conferencing, hereinafter called "University" and here in after known as "Purchaser" for the purpose of leasing housing space.

I acknowledge receipt of the Conferencing Housing Agreement. I further acknowledge that I am the authorized person to execute this Agreement on behalf of the organization known as Purchaser and the University agrees to adhere to the terms and conditions set forth in the Conference Housing Agreement.

Check In Date:

Check Out Date:

Apartment Fees

	Rooms	Quantity of people	Rate daily	Total nights	Total
Basic (No Linen)	Single		\$48.00		
	Double		\$38.00		
Standard (Linen)	Single		\$63.00		
	Double		\$53.00		
Standard Plus (Linens & towels)	Single		\$78.00		
	Double		\$68.00		
			Total Cost		
			10% Non-refundable Deposit Required		

Residence Hall Fees	Rooms	Quantity	Rate daily	Total nights	Total
Basic (No Linen)	Single		\$53.00		
	Double		\$43.00		
	Triple		\$38.00		
	Quadruple		\$33.00		
Standard (Linen)	Single		68.00		
	Double		58.00		
	Triple		53.00		
	Quadruple		48.00		
Standard Plus (Linen & Towels)	Single		74.00		
	Double		64.00		
	Triple		59.00		
	Quadruple		54.00		
	Total Cost				
	10% Non-refundable Deposit Required				

20 DAYS AFTER CONTRACT DATE (Contract/Deposit):

The Purchaser shall pay the University a confirmation deposit of 10% of the total estimated cost to confirm the initial reservation and submit together with the signed contract. Deposits are subject to provisions regarding cancellation below.

The University must receive deposit and signed contract by 20 days from the date of this contract. Failure by the Purchaser to submit timely deposit may result in a loss of guarantee of conference housing and services.

All checks must be made payable to: Cal State University Dominguez Hills.

40 DAYS PRIOR TO ARRIVAL (CANCELLATION)

If the Purchaser cancels this agreement forty (40) days prior to arrival date, the Purchaser will not be held liable for cost. If a deposit has already been made it shall be refunded with no fee. If the Purchaser cancels this agreement less than forty (40) days of the arrival date, Purchaser agrees to forfeit deposit previously made. Purchaser will be billed for any costs incurred prior to cancellation.

In the event that the University is unable to accommodate part, or all the facilities or services specified in this agreement, the University shall give prompt notice to the Purchaser.

30 DAYS PRIOR TO ARRIVAL: (GUARANTEED MINIMUM):

By thirty (30) days prior to arrival, the Purchaser must provide to the University the final numbers of all overnight accommodations and meeting space requirements, any special services needed for disabled participants and any other special requests.

The Purchaser's Guaranteed Minimum Numbers for housing, meeting space and equipment will be the basis for billing. No deductions for participants that depart early, or no shows will be made. Purchaser may use enclosed form to provide this information if desired.

If Guaranteed Minimum Numbers are not provided in writing prior to arrival, the estimated numbers in this agreement will be used to determine cost.

Guaranteed Minimum Numbers for housing must be at least 80% of the estimated attendee numbers in the estimated fee section in this Agreement.

The University requires a Certificate of Insurance at least 30 days before arrival, which insures the Purchaser for the period of the conference program. Insurance is not required from CSUDH affiliated on campus groups. Certificate of Insurance must include the following statement: "University Housing Services of California State University Dominguez Hills, California State Dominguez Hills, the state of California, the Trustees of the California State University, and all other department, boards, commissions, officers, employees, agents, contractors, and invitees are hereby added as additional insurees." Failure by the Purchaser to submit certificate of insurance will result in a loss of guarantee of conference housing and services.

Buses may not park overnight on the main CSUDH campus. University must be notified of bus parking needs by 30 days before arrival so appropriate arrangements may be made.

7 DAYS BEFORE ARRIVAL (FULL PAYMENT):

The Purchaser must make Full Payment to the University of the Remaining Balance 7 days before arrival. Full Payment is the cost of services for the Guaranteed Minimum Numbers minus the deposit previously paid. Failure by Purchaser to make Full Payment by 7 days before arrival may result in a \$50 per day late fee assessment.

Any subsequent additions to this agreement must be made no longer than 7 days before arrival date. Any additional requests made after signing this agreement are of no guarantee and those additions granted will result in additional charges.

Cancellations less than 7 days before arrival will result in forfeiture of Full Payment.

CHECK OUT (KEYS/LINEN/DAMAGES):

At check out, keys should be returned to CSUDH conferencing staff member(s). All keys not returned by 11 a.m. on the checkout date are considered as lost keys. A \$25 charge will be assessed for front door key card, 75.00 for bedroom key and \$35.00 for mailbox key.

All participants must check out and clear the buildings by 11 a.m. on the checkout date unless otherwise noted on the agreement. Late check out will cause an additional night charge per participants remaining late.

Any linen provided should remain on the beds in each room. Missing linen will be charged \$25 per set.

Purchaser should do a room condition walk through with a conferencing staff member. If Purchaser chooses not to do the walk through, University's documentation will be the primary record used for possible charges

30 DAYS AFTER CHECK OUT (FINAL BILLING AND REFUND):

If, for any reason, further charges are assessed after full payment is made, remaining payment must be submitted within 30 days of bills received.

Purchaser must contest any charges within 30 days of the end of the event, after which all charges will be considered valid and due for payment by the Purchaser. In the event that specific charges are not contested, non-contested charges must be paid within 30 days of bills receive

Refunds: Unused portions of housing services after Full Payment are non- refundable.

GENERAL TERMS

By signing below the Purchaser accepts the terms of this contract as outlined in this document and on the attached agreements, agrees to abide by all federal, state, county, and city laws, and University rules, regulations, policies and procedures, and has read and agrees to all terms and provisions contained in this contract.

Purchaser shall be responsible for all damages or injury to, loss of, any property provided under this contract, and property not specified in this contract, resulting from negligent, and or intentional acts of persons associated with this conference or program. Purchaser may complete a facility condition walk-through with conferencing staff to document any preexisting damages, if requested.

All conference guests who will be parking a vehicle on campus **MUST HAVE A VALID PERMIT**. Permits will be issued at check in and **MUST** be placed in vehicle immediately and remain posted during the remainder of the campus stay. Conference guests must adhere to all CSUDH University Parking Policies and will be responsible for paying any parking fines which are assessed for policy violations during their stay.

University reserved the right to cancel the reservations or an event when unusual circumstances exist or at any time when circumstances are such that the event will present a clear and present danger to the orderly operation of the University.

In the event of disaster or other condition beyond the control of the University that will render that planned facilities inoperable or not suitable for use, the University shall be released from any responsibility to provide services and shall bear no liability for any damages, loss, or other costs resulting from the unavailability of the planned facilities. In such event Purchaser's deposit(s) shall be returned.

In the event Purchaser violates any of the terms in this agreement, University may terminate this agreement.

Purchaser agrees to be responsible for the actions and behavior of participants and provide sufficient supervision of minors. Purchaser or its agent will be responsible for the care of a minor in case of an emergency. Purchaser agrees to possess a valid consent to participate in Purchaser's activities for each minor signed by the minor's parents or legal guardian. If the consent is incomplete or invalid, Purchaser agrees to hold the University harmless as if a valid consent was possessed.

Purchaser agrees to provide the University with references if requested. We prioritize educational groups and entities.

This contract and its attachments must be signed by the purchaser and returned to the University, along with a 10% deposit by 20 days after date of contract or the contract will be considered void. Facilities, services, and rates are valid only if the Purchaser, in accordance with this Agreement, signs contract.

We, the undersigned, do hereby enter into this agreement for conference housing and services with University Housing Services at California State University Dominguez Hills, as witnessed by our signatures below. The party signing on the behalf of purchaser hereby certifies that he/she is the authorized person by the Purchaser to sign this agreement on behalf of the Purchaser and is bound by terms, conditions, and payment.

RECOMMENDED FOR APPROVAL:

Authorized Housing Representative
California State University Dominguez Hills
Print

Date

Authorized Housing Representative
California State University Dominguez Hills
Signature

Date

BY PURCHASER:

Authorized Purchaser Representative
Print

Date

Authorized Purchaser Representative
Signature

Date