Date ______________

This agreement and the attached documents, when signed by both parties, shall constitute a contract for housing and food services between the Board of Regents of the University of Nevada System, on behalf of the University of Nevada, Reno and the Department of Residential Life, Housing and Food Services (University) and the conference group (Client) entitled __________________________________________ and represented by ______________________________________________________.

This contract provides that Client pay for services & facilities as follows:

**Dates:**
The proposed inclusive dates for this program begin not sooner than _______ (a.m./p.m.) on __________________________, ____________, 2017 and end not later than noon ________________, ____________, 2017. Check-out can be no later than 12 noon.

**Guarantee:** The guaranteed number is the minimum number of spaces which the University will make available for the conference each day during the specified term. It is very important that the guarantee accurately reflects the anticipated number of participants as the billing is based on this guarantee. The guarantee is due at time of booking.

The guaranteed number of participants is _______ for this conference. The Client may decrease the guarantee in writing by up to twenty-five (25) percent of the original estimate no later than 30 calendar days before the arrival date. Should the actual number of participants be above the guarantee or should the Client cancel the Client will be charged for the guarantee for the first night’s lodging and for the actual number of rooms used by check-ins thereafter. Approval of subsequent housing accommodation requests which exceed the Client’s final guaranteed number must be in writing, are subject to availability, and cannot be guaranteed by the University. If the number of individuals checking in exceeds the final guarantee by over 5% those individuals will be assessed a 50% surcharge for the first night’s lodging.

**Guarantee Changes** - For Office Use Only

Guarantee number changed to __________ / __________
Date Guarantee changed __________ / __________
Change authorized by __________ / __________
Change approved by __________ / __________

**Deposits/Payments:**

For off-campus clients booking with Scheduling Services or Residential Life, Housing and Food Service:
In order to reserve on-campus housing facilities, an initial reservation deposit of $16.50 per person is required. This non-refundable deposit is required as a retainer to reserve facilities and must be received by the University with this completed, signed agreement. On the Client’s final billing, the reservation deposit will be credited to the final bill. Full payment for services must be received 30 days prior to arrival unless prior arrangements are made. Payment can be made by credit card or checks payable to: Board of Regents.

For on-campus departments or clients booking through Continuing and Distance Education:
In order to reserve on-campus housing facilities, an Internal Purchase Order (IPO), with a signed contract, must be returned to reserve accommodations. The blank IPO must be signed and include the proper fiscal account to be charged. The IPO will be completed and submitted once the conference is completed and the final billing occurs.

**Payment Log** - For Office Use Only

Date Deposit Received: __________ Amount: __________
DPO Received: __________ Amount: __________
Full Payment Received: __________ Amount: __________
Final Bill Paid: __________ Amount: __________
Housing Rates

Please indicate the number of requested rooms below. The 2017 housing rates for Juniper and Nye Halls are:

<table>
<thead>
<tr>
<th></th>
<th># of Double Rooms</th>
<th># of Single Rooms (only in Sierra Hall if available)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Campus group w/out linen</td>
<td>$33.00/room/night</td>
<td>$32.00/room/night</td>
</tr>
<tr>
<td>Off-Campus group w/out linen</td>
<td>$35.00/room/night</td>
<td>$34.00/room/night</td>
</tr>
<tr>
<td>On-Campus group drop linen</td>
<td>$44.00/room/night</td>
<td>$37.00/room/night</td>
</tr>
<tr>
<td>Off-Campus group drop linen</td>
<td>$46.00/room/night</td>
<td>$39.00/room/night</td>
</tr>
</tbody>
</table>

For Peavine, NLLC, Canada, Argenta, & Sierra Halls, the rate is $4/room/night extra. The Office, if available, is $33.00/$35.00/day.

Daily maid service is not available. Drop linen includes a pillowcase, two sheets, a wash cloth, and two towels. Extra linen requests ($5.50/person/night), additional linen changes, missing linen, damages, lost keys, early arrival/late departure housing will be added to the final bill.

Food Service

Conference groups residing in the residence facilities are required to coordinate meal arrangements with the University, eating meals in the Downunder Cafe. Under special circumstances, the University may review conference food service needs and allow alternative arrangements. 2017 rates are:

Daily Rate: Mo-Fr $29.52 Sa-Su $22.16

- Breakfast Only: $8.21 Lunch/Brunch Only: $10.68
- Breakfast & Lunch: $16.93 Lunch & Dinner: $22.16
- Breakfast & Dinner: $19.41 Dinner Only: $13.14

Dates:

Meals will start with: (meal) on (day) , 2017.
and conclude after: (meal) on (day) , 2017.

Meal Guarantees: The guarantee is the number of guests the University will be prepared to serve during a specific meal period. It is important the guarantee accurately reflects the anticipated number of participants; the billing is based on the guarantee. Food service guarantees are due according to the same schedule as room guarantees.

Residential Conferences: The meal guarantee is the same as the number of participants guaranteed for housing on page 1. Should the actual number of participants be above the guarantee the Client will be charged for the actual number of participants. Should the actual number of participants be below the guarantee or should the Client cancel the Client will be charged for the guarantee for the first full day's meals and for the actual number of check-ins thereafter.

Residential Conferences: Use the space below to indicate only additional guaranteed numbers for day participants, coaches, counselors, etc.

Non-Residential Conferences: Use space below to indicate the guaranteed number of meal participants.

Non-residential and additional residential conference meal participants only.

<table>
<thead>
<tr>
<th>Sunday: Breakfast</th>
<th>Brunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday: Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
</tr>
<tr>
<td>Tuesday: Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
</tr>
<tr>
<td>Wednesday: Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
</tr>
<tr>
<td>Thursday: Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
</tr>
<tr>
<td>Friday: Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
</tr>
<tr>
<td>Saturday: Brunch</td>
<td>Dinner</td>
<td></td>
</tr>
</tbody>
</table>

We will be happy to work with you in making arrangements for any special food service or catering you may need. Please contact our office at least 30 days in advance.

SUMMER 2017 MEAL HOURS

<table>
<thead>
<tr>
<th>Monday - Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast 7:00 a.m. - 8:30 a.m.</td>
<td>Brunch 11:30 a.m. - 1:00 p.m.</td>
</tr>
<tr>
<td>Lunch 11:30 a.m. - 1:00 p.m.</td>
<td>Dinner 5:00 p.m. - 6:00 p.m.</td>
</tr>
</tbody>
</table>
**Accommodations/Assignments:** Room, floor, and hall assignments will be determined by the University on the basis of 1) availability, 2) number of participants, 3) sex ratio, 4) type of group, 5) security, 6) supervision, 7) custodial and maintenance servicing, 8) maximum utilization, and 9) chronological priority of the registering conference. The University reserves the right to modify room, floor, or hall assignments. Residents are expected to remain in the room and hall to which they are assigned. If there are any assignment concerns, please contact a Residential Life staff member.

Before check-in, the University will provide to the Client a room assignment sheet. The assignment sheet is to be completed and returned to the Residential Life, Housing and Food Services office NO LATER THAN 1 week prior to registrant arrival. If the room assignment sheet is not returned room assignments will be made at the discretion of Residential Life, Housing and Food Service.

**Supervision:** The Client will be responsible for adequately supervising the participants at all times during the conference from arrival through departure. Each conference group is responsible for instructing its participants in evacuation procedures as outlined on each room door. Any youth participants (under the age of 18) must not be left unsupervised at any time during their stay on campus. A curfew time of 10 p.m. to 6 a.m. is in effect for all youth groups. Since our residence halls are academically oriented and house summer students, please insure that participants are considerate. The Client will minimally provide one adult “chaperone” residing in the residence hall for every 20 youth to supervise/monitor the behavior of participants. Camp sponsors will be charged the same rate for services as the camp participants. Each conference group is responsible for complying with all UNR and NSHE Child Protection Policies as outlined in Title 4, Chapter 22 of the Board of Regents Handbook and section 7,002 of the University Administrative Manual.

Client will provide ________ counselors.

**Policies:** (Refer to the Residence Hall Handbook for a complete outline of residence hall policies): All individuals staying overnight must be registered and paid for. Guests are not permitted. **Alcoholic beverages are not allowed to be brought into the residence halls by summer conference groups, including use by individuals over 21.** Additional prohibited items include: pets, electrical appliances (hot plates, cooking equipment, air conditioners, etc.), firearms and other weapons, explosives, fireworks, gasoline, and candles. Be aware that propped doors, removal of window screens, yelling out windows, excessive noise, and misconduct also are violations of policy.

**Facilities:** The Client shall be responsible for any damage, or other conditions requiring more than normal maintenance service in any of the facilities used or occupied by its participants. The Client agrees to hold each member of the conference group responsible for reasonable care in the use of housing facilities, and to so advise each member. The University reserves the right to remove or require the removal of conference participants, counselors, and guests who violate University or Residence Hall Policy. Some examples deemed to be misconduct by the University include, but are not limited to: alcohol violation, room or common area damage, safety issues/violations, non-cooperation with conference staff and officials, and any verbal and/or physical abuse.

As conference groups are responsible for the condition of the rooms, it is important that rooms are left reasonably clean, and all furniture should be left in the same order and condition as upon check-in. For safety and security reasons, wing doors and exterior doors should never be propped open. It is essential that chaperones/conference supervisors (The Client) assume responsibility for helping maintain a safe and secure environment. We strongly suggest that each client perform a “walk-through” of our facilities at the time of booking.

Individual room keys may be issued to youth group participants. If not, chaperones will be issued submasters and expected to lock and unlock individual's doors. Keys for rooms must be returned at time of check-out. The Client will be charged $40 per room key, $850 per submaster, and $20 for each PASS Card not returned to the front desk at check-out. The Client may be charged for additional day’s use of rooms occupied by participants who have not checked out by 12 noon on check-out day.

**Cancellation of Agreement:** All cancellations will be subject to the contracted guarantee. Under special circumstances, the University may elect to assess an administrative charge in lieu of the guarantee.

**Return of Agreement:** Space is not guaranteed until this agreement is signed, returned with deposit/payment, and accepted.

<table>
<thead>
<tr>
<th>Client:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
</tbody>
</table>

The signature below indicates I, the Client, have read, understand, and agree to the terms of this conference housing and food services contract.

| Signature: | Date: |

**Acceptance By:**

University of Nevada, Reno, Department of Residential Life, Housing and Food Service

Please make a copy of the signed contract for your records before returning it.

University of Nevada, Reno
Department of Residential Life, Housing and Food Services
Juniper Hall / 0060
Reno, NV 89557
Voice: (775) 784-1113
Fax: (775) 784-1149