1. Lodging
   A. University Housing agrees to provide _______ beds beginning at ______ AM/PM on _______________ (date) through _______ AM/PM on _______________ (date).
   B. Lodging fees do not include linen. Conference groups are responsible for providing linen.
   C. The User will provide a list of its participants to the University not less than five (5) working days before the arrival date.
   D. At the time of check-in, room keys will be issued to participants from the list provided by the User. The User agrees to assume financial responsibility for all expenses encompassing damages, excessive cleaning, and keys not returned at check-out, as well as penalties and additional charges incurred as a result of the use of the Facilities. Such costs will be billed directly to the User. Such fees and charges are due within fifteen (15) day of receipt of the invoice.
   E. Check-in / check-out times and dates will be strictly enforced. CHANGES TO DATES AND TIMES MUST HAVE PRIOR APPROVAL OR MAY RESULT IN ADDITIONAL CHARGES, PENALTIES, OR BOTH. LATE CHECK-OUTS WILL BE ASSESSED A FEE OF $150.
   F. Non-routine arrangements for arrival and departure times may result in additional charges for labor and staffing which will be incurred by the University.
   G. Requests for specific assignments are honored whenever possible. Sponsors must understand that submitting a request does not guarantee that the request will be granted. Housing reserves the right to modify any request to the extent that it deems necessary for the proper management of the conference program and when deemed in the best interest of the University. The University reserves the right to assign alternative housing space if requested room type is not available. User may not change room assignment without the prior approval of the University. Charges will be adjusted accordingly.
   H. Fees for facilities and services include all relevant taxes and are based on guaranteed head/bed count. Fees will be charged as follows per person per day. Initial your selected package below.
      ___ 1. $21.08 per person per night
      ___ 2. $42.16 per person per night single accommodations (Paddyfote exception $21.08)
      ___ 3. $28.82 per person per night FAMU Village single accommodation only
   I. Any additional setups, moves, and/or special requests will be charged accordingly.
   J. All Summer Conferences must abide by Florida A&M University’s and the University Housing Department policies, rules, and regulations.

2. Guarantee
   A. The User will provide to the University a guaranteed head/bed count at the time this agreement is signed and may adjust that number thirty (30) days before arrival. The guaranteed number will provide the minimum billing amount subject to provisions in paragraph 3 and 4.
   B. The University will not guarantee availability of space in excess of 5% of the guaranteed number.

3. Billing
   A. A deposit based on the initial head count is due no later than seven (7) days prior to arrival.
   B. The University will provide an itemized bill to the User following the last day of the contracted service and within seven (7) days.
   C. The User agrees to pay all charges within thirty (30) calendar days of the billing date.
   D. Checks should be made payable to: FLORIDA A&M UNIVERSITY.

4. Cancellation
   A. Cancellations must be submitted in writing. If the agreement is cancelled by the User thirty (30) or more days before the contracted arrival date specified in Paragraph 1-A, the User is liable for any costs incurred by the University in preparation for fulfilling this agreement.
   B. If this agreement is cancelled by the User less than thirty (30) days before the contracted arrival date specified in Paragraph 1-A, the User agrees to pay all direct/actual costs. Additionally, User acknowledges a cancellation under this time frame may cause a forfeiture of the applicable portion its deposit (if applicable).
   C. The User agrees that such cancellation charges and liquidated damages will be taken from the deposit (if applicable) and, if necessary, additional billings will be made to the User.
D. The University and/or the Housing Department reserve the right to cancel any event when deemed in the best interest of the University upon providing User with written notice of cancellation and upon breach of the terms of this Agreement by User.

5. **Failure to Pay**

The Housing Department will not accept agreements from groups with outstanding balances owed from previous conferences. In the event the University incurs any expense in collecting payment under this Agreement, User shall be responsible for all collection costs, including, but not limited to, fees of a collection agency, court costs and attorneys’ fees.

6. **Insurance** (not applicable to University affiliated groups)

The User agrees to provide liability insurance covering the User and program participants for property damage, personal injury, and death in an amount not less than five hundred thousand dollars ($500,000) for each claim, five hundred thousand dollars ($500,000) for each occurrence, and five hundred thousand dollars ($500,000) combined single limit. The Florida A&M University, FAMU Board of Trustees, Florida Board of Governors and the State of Florida are to be named as additional insured on the policy. The User shall provide to the University a certificate and policy endorsement of said insurance no less than fifteen (15) working days before the contract arrival date in Paragraph 1-A.

7. **Liability Release and Indemnification** (not applicable to University affiliated groups)

The User agrees to defend, indemnify, and save harmless Florida A&M University, the FAMU Board of Trustees, Florida Board of Governors, the State of Florida, and their officers, agents, employees, successors and assigns (Releasees) against and from any and all claims of liability for any injury or damage to any person or property arising directly or indirectly from the User’s use of the space, the User’s business or from any activity, work, or thing done, permitted or suffered by the User in or about the space or elsewhere. User shall further indemnify and hold the Releasees harmless from any breach or default in the performance of any obligation which the User is to perform under this agreement or arising from any negligence of the User’s contractors, agents, representatives or employees and from and against all costs and expense incurred in the defense of such claim or action proceeding brought thereon. User as a material part of the consideration to the University hereby assumes all risk of damage to property or injury or death to person in, upon, or about the space arising from any cause and User thereby waives all claims in respect thereof against the Florida A&M University, the FAMU Board of Trustees, Florida Board of Governors or the State of Florida. Nothing herein shall be deemed to waive any rights, privileges or immunities of the Florida A&M University, the FAMU Board of Trustees, Florida Board of Governors or the State of Florida set forth by law.

8. **Additional Contract Information**

A. All conferences requiring on campus housing must have dates approved by the University Housing staff prior to publishing your conference dates.

B. All groups having students under the age of eighteen (18) must have adult supervision present in the residence hall at all times. Such adults shall have completed the necessary background screenings prior to arrival.

C. The group staff and facility staff must know all emergency medical arrangements for the group participants. A copy of this information must be turned in to the Housing office upon arrival.

D. Special accommodation requests must be in writing with medical documentation attached.

E. Prior to the assignment of students, a member of the group staff and a member of the residence hall staff will inspect all rooms and areas to be occupied by the group. After the rooms are empty, they will be checked again and the sponsoring agency will be held responsible for any damages done to the room or its furnishings and for any excessive cleaning that is required. Damages done by group participants to public areas, furniture or equipment will be the responsibility of the sponsoring group.

F. Lost keys and lock replacements will be billed to the sponsoring group at a cost of $150.00 per key.

G. Furniture and fixtures shall not be removed from the rooms.

H. The discipline and overnight supervision of group participants is the responsibility of the sponsoring organization.

I. Room telephones - each room has an active telephone jack. By plugging a telephone into that jack a person has access to a local telephone line. Local calls can be made from the room and long distance calls can be made using a long distance charge card. No collect calls can be accepted in the room or charged to the room phone. The telephone number in the room will be given to the residents at Check-in.

J. Failure to checkout by scheduled time will result in a financial penalty on a per participant basis.

We, the undersigned, represent that we are authorized to bind the respective parties to this Agreement, as witnessed by our signatures below.

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**FLORIDA A&M UNIVERSITY**

<table>
<thead>
<tr>
<th>Authorized Representative</th>
<th>Date</th>
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<tbody>
<tr>
<td>Oscar L. Crumity</td>
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<tr>
<td>Director, University Housing</td>
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</tbody>
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**USER**

<table>
<thead>
<tr>
<th>Authorized Representative for the USER</th>
<th>Date</th>
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Revised 02-04-2015
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
UNIVERSITY HOUSING

SUMMER CONFERENCE HOUSING APPLICATION

The daily conference rental rate is $21.08 per person; single accommodations are $42.16 per person (Paddyfote Exception $21.08); FAMU Village $28.82 per person.

Instructions: The campus contact person who is responsible for hosting the visiting group must complete this application.

1. Contact Person and Title ________________________________________________
2. Campus Organization Name ______________________________________________
3. Campus Address _________________________________________________________
4. Campus Phone Number/Fax Number ______________________________________
5. Home Phone Number _____________________________________________________
6. Name of Visiting Organization ____________________________________________
8. Reason for Visit __________________________________________________________
9. Address of Organization _________________________________________________
10. Phone Number of Organization __________________________________________
11. Number of Person(s) Visiting Campus ______________________________________
   Adult ___ Middle School ___ High School ___ Pre-Freshman ___ College ___
   Participants: Male Single___ Male Double___ Female Single ___ Female Double _____
   Counselors: Male Single ___ Male Double ___ Female Single ___ Female Double ___
12. Date of Arrival ________________ Time _______ a.m. _______ p.m.
13. Date of Departure ________________ Time _______ a.m. _______ p.m.
14. Adult Supervision (SEE 8.B. ON AGREEMENT) Yes _______ No _______
15. Special Handicap Accommodations Needed Yes _______ No _______
16. Specify single or double accommodation requested __________________________
   Single accommodations are based on space availability

Signature: __________________________________________________________________ Date: ______________________________

Please return this application along with the contract to the University Housing Department, Florida A & M University, Tallahassee, FL 32307-6000. Should you have questions, please contact Ms. CaSonia Martin or Oscar L. Crumity at (850) 599-3651.