

**RADFORD UNIVERSITY
EVENT AGREEMENT**

THIS EVENT AGREEMENT (“Agreement”), dated this _____ day of _____, is made by and between Radford University (“University”), an educational institution and agency of the Commonwealth of Virginia and _____ (“Client”). University and Client are referred to individually as “Party” and collectively as “Parties”. The Parties mutually agree as follows:

1. Services and Fees Client agrees to pay to the University the following fee(s):
Post Office Box 6911
Radford, Virginia 24142-6911

4. Publicity. Client shall not use, in its external advertising or marketing programs any data, pictures, name, insignia, trademarks, pictures, or other representation of University or its employees except those authorized in writing by University in advance. University must receive in writing all requests for authorization

Client’s Initials _____
Director/Designee, Office of University Services Initials _____
Director of Procurement and Contracts Initials _____
Agreement template approved by the Office of the Attorney General (2/24/2013)

Client's Initials _____

Director/Designee, Office of University Services Initials _____

Director of Procurement and Contracts Initials _____

- e. Public areas on campus used by Client may not be utilized in a manner that disrupts classes or other University functions. Public areas cannot be reserved for Client's exclusive use. Occupied areas cannot be cleared for Client's exclusive use.
- f. Any equipment, which the Client requires that has not been contracted for in the Agreement and which is not readily available at the University will be acquired at Client's expense.
- g. The Client is responsible for fees for replacement of lost keys.
- h. Any and all services, equipment and personnel as the University, in its sole discretion, deems to be necessary or convenient to guard and protect public safety and property and to ensure a minimally sufficient level of service to Event participants.
- i. Any and all services, equipment, facilities and personnel requested by the Client in addition to the base participation fee and provided by the University in connection with the Event, Client agrees to accept charges of any reasonable costs/fees with sufficient notice.

25. Compliance. Client is responsible for complying with all University policies and procedures. Failure to comply may result in immediate expulsion of individual(s) from campus and/or revocation of Client's visit or future visits.

Client's Initials _____

Director/Designee, Office of University Services Initials _____

Director of Procurement and Contracts Initials _____

Agreement template approved by the Office of the Attorney General (2/24/2013)

ACCEPTED AND AGREED:

RADFORD UNIVERSITY

BY: _____ Date _____
Director or designee, Office of University Services

CLIENT

BY: _____ Date _____

Organization

Address

City/State/Zip

Telephone

SSN/FEIN

Email

Client's Initials _____

Director/Designee, Office of University Services Initials _____

Director of Procurement and Contracts Initials _____

Agreement template approved by the Office of the Attorney General (2/24/2013)

Client's Initials _____
Director/

Client's

- x The Office of Conference Services will coordinate space needs with the Client. A list of all scheduled space will be provided once space has been scheduled and agreed upon by both parties.
- x The Client will maintain and provide adequate supervision, administration and instruction for the Event. The Client will be solely responsible for maintaining supervision of all Event participants and staff at all times. The University specifically disclaims any responsibility for the supervision, health or control of all Event participants, staff and their invitees during the Event. The Client will be solely responsible for ensuring the supervision, health and well-being of the Event participants and its staff.

8. Parking (Check One):

Parking is not being arranged for or provided as part of this contract.

Parking services are provided by University's Parking Services.

LOT _____

The Office of Conference Services will make reasonable efforts to work with University Parking Services to provide a delineation of services if requested by the client. Parking for the Event will be allowed in Radford University campus parking lots as assigned by University Parking Services. Visitor parking passes are provided at no charge to park in designated parking lots.

9. Deposit:

A Deposit of \$_____ is required. If Client cancels the Event without proper notification, the Deposit will be non-refundable. If the University cancels the Event due to Force Majeure or without proper notification, except as outlined in Section 18: Cancellation, the deposit will be refunded minus any expenses incurred by University up to such termination. Time is of the essence with regard to the payment of the Deposit, making the reservation official. Client shall mail the Deposit to the address on the Estimate Invoice or hand deliver it to Radford University Office of Conference Services located in Heth Hall with a copy of the Invoice. There are options to pay by credit/debit card by calling the Office of Conference Services at (540) 831-5800.

Client's Initials _____

Director/Designee, Office of University Services Initials _____

Director of Procurement and Contracts Initials _____

Agreement template approved by the Office of the Attorney General (2/24/2013)

- x Provision of office supplies or office services.
- x Use or provision of resources, facilities, goods, and services not listed specifically herein are understood by all parties to be excluded from this agreement.
- x The Office of Conference Servi

aes6 0 01-041201500.0037000736781 Tw009Bj0Hc 002322.5

Client's Initials _____
 Director/Designee, Office of University Services Initials _____
 Director of Procurement and Contracts Initials _____
 Agreement template approved by the Office of the Attorney General (2/24/2013)