

**WEST CHESTER UNIVERSITY
INTERDEPARTMENTAL CONFERENCE AGREEMENT**

This agreement is made by _____ (*Conference Name*) and its sponsoring University department _____ hereinafter known as the User and the Office of Conference Services, for the purpose of conducting a program, workshop, camp or conference. This agreement must be returned to the Office of Conference Services by **DATE**.

Operations: The User sets the policies to be observed at the conference, which shall not be in conflict with the Laws of the State of Pennsylvania, or the rules, policies, and regulations of the Pennsylvania State System of Higher Education Board of Governors and West Chester University of Pennsylvania.

The User shall appoint a program director that is authorized to make arrangements and financial commitments with the Office of Conference Services for recreational administrative, housing and food service and other program-related requirements. All such programs shall be made through the University's Conference Services representative. It is agreed that both of these individuals shall be kept informed and up to date on pertinent matters in order to insure maximum cooperation and effective operational support.

BUDGET: The Program Director shall submit to the Office of Conference Services an approved budget for the program signed off by his/her respective chairperson and dean for academic departments or department directors for non-academic areas.

REGISTRATIONS: The Office of Conference Services shall receive all registration forms and monies. The office shall maintain a database of names, addresses and monies received. Brochures are to list the Office of Conference Services mailing address on it in order to have registrations returned directly to that office.

PAYMENT: All conference/workshop fees shall come into the Office of Conference Services. The Office of Conference Services will be responsible for making daily deposits and tracking deposits for each program. Upon completion of the program, and after compiling all internal chargebacks, the Office of Conference Services will issue a final spreadsheet to the program director. The Office of Conference Services will deduct direct expenses (i.e., catering, postage, graphic and printing charges) as well as the administrative fee (10 percent of gross revenue or minimum of \$200, whichever is greater) for services provided.

EXCESS REVENUE: A journal transfer form will be used to transfer excess funds from the Office of Conference Services to the User's account upon completion of the program and issuance of the final accounting report. If the program runs at a deficit, the home ORG, as indicated on the attached budget form, will be charged for all direct expenses already processed from the Conference Services ORG to include the projected administrative fee or \$200 whichever is greater.

HOUSING: All rooms are double occupancy unless other special requests have been made. Linens are not automatically provided. Linen service can be arranged with notice at least four weeks prior to the start of the conference for an additional fee. The program director is responsible for providing adequate adult live-in supervision for any attendees age 18 and under at the ratio of at least one adult supervisor for every ten (10) attendees.

The University's Residence Life staff will make room assignments unless other arrangements have been made. Any damages incurred by program participants will be added to the final bill. Additionally, **lost room keys will result in a \$35 charge per key.**

FOOD SERVICE: All conference participants must eat all meals in the assigned dining areas only, and must present any meal cards prior to entering the dining facility. (For catered events, no meal tickets are required.) It will be the responsibility of the User to keep the Office of Conference Services informed concerning the number of participants (including those staying off-campus who plan to eat on campus) so that adequate food preparation can be arranged for each meal. Dining services sets meal times.

Alcoholic Beverages are not permitted on campus without the prior written approval of the President of the University. To request permission to serve alcohol you must obtain an "Alcohol Request Form" from the Office of Conference Services. This form must be obtained and processed at least 4 weeks before the scheduled event. If the request is received under four weeks, no approval will be granted.

FACILITIES: University academic programs (i.e., classes, athletics and recreation) take priority at the University. However, a limited number of classrooms, auditoriums, theaters and ballrooms are available on a first-come, first served basis. The User is encouraged to make arrangements for such space at the earliest possible date. There is a University-related user's fee for the use of all facilities.

Acknowledging that space is at a premium on campus, unless the Office of Conference Services receives (at least one week notice prior to the beginning of the program) written notification that the requested reserved space is to be decreased, the User shall be billed for all of the reserved space, whether or not it is used.

SUPPORT SERVICES: The User shall be billed at the regular hourly rate for all support services provided to the program. This may include but not be limited to Public Safety, Custodial Support and Logistical Services.

SUPERVISION AND SECURITY: The User shall be responsible for and supervise the use and secure all assigned on-campus facilities. The User is responsible for proper usage; adherence to safety regulations, compliance with University operational procedures, fire codes, and all personal equipment brought in by the User.

INSURANCE: If the conference or workshop is sponsored with any external organization, including regional or national associations, the external organization must provide a certificate of insurance not less than **ten (10) working days** prior to the first day of the conference. The Certificate of Insurance shall include the following:

1. Name West Chester University as additional insured;
2. Certificate Holder is West Chester University;
3. The coverage afforded under this certificate shall be primary and any insurance carried by the State or any of its agencies, board, departments or commissions shall be excess and not contributory insurance to that provided by the named insured (user);
4. Coverage afforded under these policies will not be canceled, terminated or materially altered until 30 days prior written notice has been given to the University.

Minimum coverage shall be:

- A. Workers' Compensation Insurance sufficient to cover all employees of the organization.
- B. Comprehensive Commercial general liability insurance, property damage insurance, and automobile liability insurance in such amounts as the University shall deem sufficient but no less than \$250,000 each person, \$1,000,000 each occurrence for bodily injury and property damage. Policy/ies shall be on an occurrence basis only.

SPECIAL SERVICES: (TELEPHONES/MOTOR POOL): Telephone requirements for the administrative needs of the User, to include specific locations and number of telephones, will be submitted to the Office of Conference Services no later than **ninety (90) days** prior to the start of the conference. Installation, usage and toll call charges will be included in a supplemental bill. Use of motor pool vehicle(s) must also be submitted in writing no later than **ninety (90) days** prior to the start of the conference. These charges will also be added to the final bill as direct costs. Note: All drivers must be licensed University employees.

MISCELLANEOUS CHARGES: Charges for audio-visual services, duplication, transportation, etc., will be added to the User's final bill.

MEDICAL CONSENT FORMS: Medical consent forms for conference participants under the age of eighteen (18) must be signed by the participant's parent(s) or legal guardian, and a copy retained by the program director, residence hall staff and University Health Center. An authorized medical consent form is required before treatment can be administered to any minor.

SUBMISSION OF AGENDA: To insure a well organized conference, a finalized agenda or program is to be submitted to the Office of Conference Services no later than **one week prior** to the start of the conference.

CANCELLATION POLICY: If the conference must be canceled or postponed for any reason, the department of _____ will be responsible for reimbursing the Office of Conference Services for all expenses incurred plus the anticipated administrative fee.

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This agreement shall be construed in accordance with the laws of the State of Pennsylvania

SPONSORING DEPARTMENT APPROVAL

Name of Department: _____

Chairperson's Signature/Date: _____

Dean's Signature/Date: _____

PROGRAM DIRECTOR APPROVAL/INFORMATION

Conference Name: _____

Proposed Date(s) of Conference: _____

Typed or printed name of Program Director: _____

Program Director's Signature/Date: _____

OFFICE OF CONFERENCE SERVICES

Approving Authority:

(Signature and Date)
John Rhein, Director
Cultural and Community Affairs

WEST CHESTER UNIVERSITY
INTERDEPARTMENTAL CONFERENCE BUDGET FORM

Name of Conference/Program: _____

INCOME:

Registrations:

People _____ @ \$ _____ early registration - full meals \$ _____

People _____ @ \$ _____ early registration - without meals \$ _____

People _____ @ \$ _____ late registration - full meals \$ _____

People _____ @ \$ _____ late registration - without meals \$ _____

Exhibitors:

Exhibitors _____ @ \$ _____ /booth \$ _____

Sponsors/Gifts \$ _____

TOTAL PROJECTED INCOME: \$ _____ **(a)**

EXPENSES:

Facility Usage Fees	\$ _____
Graphics & Printing - Brochure development/printing - Handout materials	\$ _____
Grounds	\$ _____
Postage	\$ _____
AV Equipment	\$ _____
Honorariums (Requires name, SSN# and address of speaker/s) must be submitted at least 4 weeks prior to event	\$ _____
Hotel Lodging for Speakers (requires Hotel Order) #People _____ @ \$ _____ /Night x _____ Nights	\$ _____
Housekeeping (100+ people require staffing at event)	\$ _____
Housing #People _____ @ \$ _____ Double Occupancy # People _____ @ \$ _____ Single Occupancy	\$ _____ \$ _____
Linens (requires PDR and PO to order)	\$ _____
Moving Services (requires work order)	\$ _____
Maintenance (Electricians, Carpenters, Plumbers) (Requires Work Order)	\$ _____
Meals (requires on-line orders: http://www.wcucatering.catertrax.com/)	\$ _____
Meals for speakers/guests	\$ _____
Motor Pool	\$ _____
Public Safety	\$ _____
Travel Expenses (requires name, SSN# and address of speaker/s)	\$ _____
Administrative Fee	\$ _____
TOTAL PROJECTED EXPENSES:	\$ _____ (b)
PROJECTED PROFIT/LOSS**: Total Income (a) minus Total Expenses (b)	\$ _____

Signatory Approval:

Name of Department _____

Chairperson's Signature/Date _____

Dean's Signature/Date _____

**** IF PROGRAM FAILS TO RUN OR RUNS AT A LOSS, THE FOLLOWING SAP ACCOUNT _____ WILL BE CHARGED FOR THE TOTAL AMOUNT OF LOSS INCLUDING THE ADMINISTRATIVE SERVICES CONTRACTED FOR****