

# Northeastern Junior College

## Summer Camp

Welcome to NJC and Sterling we are excited to be serving you. To reserve your housing for the Plainswomen volleyball camp July 8-10 please complete the following:

- Residence Hall Contract and \$100 Deposit deadline June 28th
  - Housing Reservation Form deadline June 29<sup>th</sup>
  - Certificate of Insurance deadline June 29th
  - Payment in full to NJC Housing office by July 1st (no refunds will be given for cancellations after this date)
  - Pick up keys on July 8th in the Housing office from 10 AM – 3 PM.
  - Return keys on July 10th by 11 AM to the camp coordinator.
- If this is not complete by the deadlines, there may be no housing available.*

### Use of Residence Halls Contract

The following constitutes an understanding and agreement between Northeastern Junior College acting through its Residence Life Office (hereafter referred to as College) and \_\_\_\_\_ (hereafter referred to as Organization). This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2010.

The College agrees to make available the following Residence Hall, Poole Hall and the Organization hereby agrees to the following conditions:

- 1. Insurance:** The Organization must provide the College with its plan of insurance. The College must receive the certificate by the 29th day of June, 2010. The College reserves the right to cancel the reservation if this is not received by this date or is deemed unacceptable by the College's Risk Manager.
- 2. Indemnity:** The Organization hereby agrees to indemnify, protect, defend, and hold harmless Northeastern Junior College or its agents from any and all liability for any personal or property injury. The Organization hereby fully releases and discharges Northeastern Junior College or its agents from any negligence or other claim for liability, loss or damage. The Organization also agrees to indemnify Northeastern Junior College or its agents for any personal injury or property claim resulting from its actions arising out of its use of the College's facilities.
- 3. Representation:** The Organization shall not use or make use of Northeastern Junior College's name, insignia, logo, picture, or any other material that might create the impression of association, affiliation, partnership, or any other joint venture, without the express written permission of the College. The College shall have the right to review any solicitations, advertisements, etc. produced by or for the Organization which mentions Northeastern Junior College in any way, shape, or form.
- 4. Damages:** A refundable damage deposit of \$100.00 is required as set forth above. Upon conclusion of the event, College facilities will be checked for any damages. The Organization is responsible for payment for any damages. A detailed list of damages will be provided upon request. Participants should be made aware that they would be held responsible

for damages and excessive trash. If a walk through the facilities is needed to assess damages, arrangements can be made with the College.

**5. Loss of Property:** The College shall accept no responsibility for theft or other loss of money, valuables, or personal effects of participants or agents of the Organization.

**6. Laws and Rules:** The Organizations will comply, at its sole expense, with all laws, statutes, ordinances, rules, and regulation of the United States, The State of Colorado, and the City of Sterling, and any other governmental body with applicable jurisdiction. The Organization will be responsible for assuring that conference participants and guests comply with all rules of the College.

**7. Tobacco/Alcohol/Drug Policy:** Northeastern Junior College is a tobacco-free environment. Therefore, smoking, or any use of tobacco, is not allowed in any campus building or anywhere on campus grounds. The College also has a zero tolerance alcohol and drug policy. Possession, consumption, or sale of alcohol or drugs is strictly prohibited.

**8. Medical Emergencies:** The College is not responsible for any medical or health problems or expenditures for the Organization's participants or staff. Such responsibilities or expenses are borne and charged directly to the individuals at the time service is rendered.

**9. Additional Resources:** In the event the Organization requires College resources and facilities to accommodate attendees in excess of those reported on the Reservation Confirmation Form, the College may, at its option, make available to the Organization additional facilities and resources to accommodate additional participants.

**10. Other Users:** The Organization understands that other activities may be conducted on the College Campus by the College or other organizations during the above time period; however, the College agrees that it will make every effort to schedule such other activities so as not to unreasonably interfere with the Organization's event.

**11. Supervision:** The Organization shall supervise the use of all assigned on-campus residence halls in use. The Organization is responsible for proper usage, adherence to safety regulations, and compliance with College operational procedures.

**12. Commercial Sales:** Commercial sales of products sold in conjunction with the event will be restricted to those items not routinely available for sale through College sources. All business vendors selling merchandise on campus and/or processing sales for direct shipment must receive written authorization from the College.

**13. Additional Agreements:** Additional agreements can be made on a case-by-case basis if agreed upon by both parties. All additions and changes must be written, dated, and attached to the present contract.

**14. Financial:** It is agreed that the Organization shall be responsible for the payment of any and all State, Federal, Local and any applicable taxes, fees, and dues which may be due as a result of payments under this contract. It is the responsibility of the Organization to provide any State or Federal tax exemption forms. Final charges will be compiled and billed to the Organization. **The College expects full payment as set forth above.**

**15. Contract Term:** The term of this contract commences at 8:00 a.m. on the 8th day of July, 2010, and terminates at 11:00 a.m. on the 10th day of July, 2010.

**16. Room Charges:** The cost of rooms is \$12/person/night in Poole Hall.

**Special Request: Coaches stay at no charge.**

**18. Right of Entry, etc:** The College and its officers, agents and employees engaged in the operation and maintenance of Facility reserve the right to enter upon and to have reasonable access to Facility at any and all times; and Organization agrees not to interfere in any way with the ordinary use by others of any portion of the building or grounds not expressly covered by this agreement.

**19. Removal of Objectionable Persons:** The College reserves the right, by or through its agents or employees, to remove any objectionable person from the Facility and the Organization waives any right to damages for such removal.

**20. Compliance with Civil Rights Requirements:** During the performance of obligations contained in any purchase order, contract, or agreement between them whether written or verbal, the College and Organization will not discriminate against any person on the basis of race, color, religion, national origin, sex, age, disability, or veteran status to the extent any such discrimination is prohibited by state or federal law.

**21. Housing:** Conference housing will be provided in this contract. Housing accommodations for people with disabilities are available. The College will make room assignments, and the College will make every effort to accommodate the entire group in the same building. Housing confirmations, as well as any other special requests, must be made no later than 30 days prior to the event. No refunds will be given for cancellations received July 1, 2010. Room inventories will be made by the College (in conjunction with the Organization's staff, if requested) prior to the arrival and after the departure of participants. A list of all registrants and on-call supervisors must be provided to the College by June 29, 2010. This list must cover all time periods beginning at time of check-in and concluding at time of checkout. Adult supervisors will advise each participant of College rules and regulations, act as a liaison between College staff and attendees in the event of discipline problems, and be responsible at all times for their conduct in regard to noise or destructive behavior. The organization is responsible for payment of damages; and damage charges will be added to the bill over and above the \$100 deposit. **Additionally, lost room keys will result in a \$25 per key.**

**22. Entirety of Contract:** This agreement supersedes any and all other agreements, either oral or in writing, between the College and Organization hereto with respect to the subject matter hereof and contains all of the covenants and agreements between the College and Organization with respect to said matter. The College and Organization acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, which are not included herein, and that no other agreement shall be valid or binding. I, the undersigned, hereby certify that I am the appointed representative of the Organization requesting use of the facilities. In addition, I agree to abide strictly by the regulations governing use of the College facilities as stated in the contract. Undersigned also understands that the College reserves the right to change or cancel contract issued at any time.

**Organization Representative:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**College Representative:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**State Representative:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

# NJC SUMMER CONFERENCE HOUSING RESERVATION FORM

**Please type or Print**

Conference Title: \_\_\_\_\_

Team/Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Billing/Mailing Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Room Rates (**per person/per day**): \$12

**Linen is not provided. Please provide your own.**

	M	F	# of Nights	Total
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Sponsors:				
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<b>DAMAGE DEPOSIT</b>				<b>\$100.00</b>
<b>TOTAL</b>				