



1/8/2010

Event #: 20402
Coordinator: Donna Fitzgerald

Friday Center Contractual Agreement

To be eligible to use the Friday Center, your program must:

- have a clearly identifiable continuing education component.
- be related to the teaching, research and/or public service missions of the University.
- have a level of sponsorship, as defined below, of a recognized University unit.

Programs must fall within one of the following categories:

- **Sponsored Program:** the primary responsibility for planning, conducting, and administering the program is held by a University administrative unit.
- **Co-sponsored Program:** a recognized University administrative unit is jointly responsible, along with a non-University unit, for planning, conducting, and administering the program.
- **Hosted Program:** a University administrative unit is responsible for assuring that all University guidelines for activities are met, but is not responsible for planning, conducting, or administering the program of a non-University unit. As a University administrative unit, the Friday Center may serve as a program host in accordance with the policies established for use of the Center.

* See page 2 for additional contractual conditions*

Please complete or correct the following information.

Program title: RTP Net
 Program date(s): From: 6/25/2010 To: 6/25/2010
mo / day / year mo / day / year

Category of program: (Please check one only) Sponsored Co-sponsored Hosted

Estimated # of attendees: 100
 Educational objectives: Help nonprofit organizations learn how information technology can advance their mission
 Target audience: Nonprofit organization staff and volunteers
 Department/Organization: RTP Net
 Program Website address (optional): Not available yet

I am authorized to act on behalf of this program, and I am authorized to reserve space and services for the event as described in the estimate. I understand that charges will be made for the facilities and services described unless this reservation is cancelled in writing not less than forty-five (45) days prior to the program. I hereby certify that the proposed program meets the criteria specified above and will abide by the contractual agreement.

State Tax ID #: _____ UNC FRS Primary acct #: _____ Secondary acct. #: _____

Signature, authorized representative: Judith Hallman date: 1/7/10
 Name: Ms. Judy Hallman phone: (919) 933-3931
 E-mail address: hallman@email.unc.edu fax: none
 Emergency after hours phone number: 919-933-3931 Mobile: none

Signature of CE Director: _____ date: _____
Required for UNC Health Affairs Programs only

Director or Associate Director for The Friday Center: _____ date: _____

Retain one copy of the Contractual Agreement for your records.
 Sign and return the second copy to:

Conference Services
 The William and Ida Friday Center for Continuing Education
 UNC-Chapel Hill, CB 1020
 Chapel Hill, NC 27599-1020

Phone: 919-962-3000 Toll-free: 866-441-3683 Fax: 919-962-2061

For Office Use Only	
Date Out: 12/18/2009	By: nww
Date Rec'd:	By:
CS Approval Date:	By:

Friday Center Contractual Agreement (continued)

Social Event: Social functions held in conjunction with University-related educational programs held at another location may be scheduled at the Center. Space for social events cannot be confirmed until sixty (60) days prior to the event.

Cancellation Policy: If cancellation or postponement of a program or a portion thereof is made less than forty-five (45) days prior to the scheduled meeting date, the Friday Center reserves the right to charge one-half of the minimum anticipated fees for all facilities and services requested. For cancellations or postponements of contracted catered functions, the actual cost of any non-recoverable catering expenses will be added. Numbers cannot be reduced at the time of cancellation. Cancellation fees will be calculated at 50% of the number booked as of forty-five (45) days prior to your program.

Food and Room Set-up: All food items must be supplied and prepared by the Friday Center caterer. Special catered functions, menu planning, room set-ups and other pertinent details must be arranged with the catering manager at least 14 days in advance. After menu selections, catered function charges will be added to the Agreement. If the event is extended beyond the scheduled ending, a late charge of \$1.00 per person may be applied for each additional 30 minutes or portion thereof.

Audiovisual: To ensure system compatibility and appropriate technical support, only Friday Center audiovisual equipment may be used in the Center. Exceptions are laptop computers or special situations in which the quality or specifications exceed those at the Friday Center. Other exceptions must have prior approval. AV equipment requests should be submitted two weeks prior to meeting date to guarantee its availability. Your program will be assessed a surcharge if AV equipment and/or technician services are canceled within 24 hours of the program date.

Alcoholic Beverages: Alcoholic beverages, including mixed drinks, beer, wine, cordials, etc., may be served under terms and conditions consistent with the laws of the State of North Carolina and the policies of the University and the Friday Center. If you are planning to include alcoholic beverages in your function, you must sign and comply with the Friday Center's Policy on Alcoholic Beverages. This signed policy statement must be submitted no later than 14 days prior to the function.

Guarantee Policy: For all functions for which charges are made on a per-person basis, the Friday Center must have a specific attendance number. An estimated guest count is due at the time the reservation is made. A final guarantee count is due by 11:00 a.m. three (3) business days prior to the function. After that point, guaranteed numbers can be increased, but not decreased. Numbers cannot fall below 75% of the number booked as of forty-five (45) days prior to your program. Billing will be based on your final guarantee or actual numbers in attendance, whichever is greater.

Rooms and Rental: Meeting and banquet space will be assigned based on set-up requirements and number of guests. The Friday Center reserves the right to reassign function rooms as needed to ensure maximum efficiency and guest service. Meeting rooms must be vacated promptly on schedule or an additional rental charge may be assessed. If the meeting is extended up to 30 minutes beyond the scheduled ending, a late charge of \$100 may be added; should the additional time extend beyond 30 minutes, a late charge equal to the limited service rental charge may be added.

Surcharge: A minimum occupancy rate has been established for each meeting room. If your numbers fall below that number, your program will be assessed a meeting room rental surcharge.

Mailed items: Materials may be delivered to the Friday Center no more than a week in advance of your program. Any items sent to the Friday Center for clients' use at scheduled functions must be marked with a complete return address and with the following message:

*Hold for Arrival
Attention: (Guest Name) and (telephone number)
Meeting Name and Date
Coordinator: Donna Fitzgerald*

Liability: The Friday Center cannot assume responsibility for personal property and equipment. Liability for damage to the premises will be charged accordingly.

Smoking: The Friday Center is a non-smoking facility.

Rates: Rates are subject to change each fiscal year.

Billing: Clients of The Friday Center agree to pay all applicable charges for use of Center facilities and services; payment of invoices is due within thirty (30) days of receipt. Invoices paid after 30 days will be subject to a late payment charge up to the maximum amount permitted by law.

Approved and adopted 05/12/2008



December 18, 2009

Ms. Judy Hallman
RTP Net
1078 Lystra Road
Chapel Hill NC 27517

Re: RTP Net– 6/25/2010– 6/25/2010

Dear Judy:

Thank you for tentatively reserving space at The Friday Center for your program on **6/25/2010 through 6/25/2010**. We appreciate your support of The Friday Center.

Enclosed is your *Tentative Event Plan* which is based on the details you provided for booking. Please review the Event Plan to ensure that we have included everything for your program and let us know if any changes are needed. **The charges shown on the *Tentative Event Plan* are estimated and are subject to change.** Please keep this copy for your files.

The Friday Center *Contractual Agreement*, also enclosed, should be completed and returned by **1/8/2010**. **The *Educational Objective* and *Target Audience* sections of the contract must be completed in order for your program to be approved and confirmed.** Please note that it is the policy of The Friday Center to hold unconfirmed space for a two-week period after the contract has been issued. After that time, unconfirmed space is subject to release to allow for rebooking. **If you need additional time to return your contract, please notify us as soon as possible at (919) 962-1124.**

Once your event reservation is confirmed, your Program Coordinator, **Donna Fitzgerald**, will contact you to assist with the final details of your event.

Thank you again for choosing The Friday Center to host your event. We look forward to working with you. If we may be of further assistance, please contact me at **(919) 962-2598**.

Respectfully,

Gloria Farrar
Conference Services Manager

Enclosures