



SUMMER CONFERENCE | TERMS & CONDITIONS

For planning purposes, Conference & Event Services has provided some of the terms & conditions for the summer program. For a complete list of terms and conditions with Conference & Event Services summer program, please contact the conference team at confsvcs@sfsu.edu.

Housing Facilities

- Guest check in and check out schedule can be found in Appendix A.
- Housing facility check-in time is 3:00p.m. Check-out time is 11:00a.m. Guests will incur an additional night's fee if checked out after this time.
- Guest accommodations are available at the noted check in date and time. Groups requiring to change arrival or departure day ninety (90) calendar days prior to agree upon arrival date will be charged a change fee of \$200.00.
- Housekeeping services are provided in common areas such as hallways, restrooms, and lounge areas of each building. Individuals are responsible for their own rooms or apartments.
- Final participant rooming lists are due to Conference & Event Services fourteen (14) calendar days prior to group arrival. Rooming lists received after deadline will be assessed a \$200.00 rush fee.
- The University reserves the right to alter housing assignments prior to the start of any conference for required maintenance work or to accommodate additional conference groups.
- The conference group will provide live-in supervision for all minors associated with the conference group and that the ratio of adults to minor participants follows the American Camp Association ratios:
 - 5 years and younger: 1:5 for overnight camps, and 1:6 for day camps
 - 6 – 8 years: 1:6 for overnight camps, and 1:8 for day camps
 - 9-14 years: 1:8 for overnight camps, and 1:10 for day camps
 - 15 – 17 years: 1:10 for overnight camps and 1:12 for day camps

A "minor" is defined as a person under 18 years of age. A supplemental sheet with recommended policies and procedures for residential programs will be provided by the University.

- A conference or program minor(s) may not share living quarters with an adult, chaperon or program staff member unless the adult is a verified family member or guardian.
- Live-in supervisors are required to have completed a Department of Justice criminal history background check through the Live Scan fingerprinting process. The responsibility falls on the conference group to retain accurate records and confirm that their live-in supervisors have fulfilled this requirement before arriving on campus

Summer Linen & Exchanges

- Conference groups can choose between housing with or without linen when requested on contract; additional fees are applicable. Linens will be placed at the end of each bed. A linen exchange will be provided at a designated location and available to be replaced once (1) a week for those groups staying more than seven (7) calendar days. Daily cleaning of rooms and bed making is not provided.
- Unused linen or amenities during the programs stay will not be refunded or credited to Client's account.



- Guests may request additional bed linen for additional fee. Laundry facilities are located in Mary Ward and Mary Park Hall, Towers at Centennial Square, and Village at Centennial Square.
- Linen packets and amenities include the following:
 - Pillow (1)
 - Mattress Pad (1)
 - Linen pack includes (1) pillow case, (1) XL twin fitted sheet and (1) XL twin flat sheet
 - Blanket (1)
 - Bedspread (1)
 - Bath towel (1)
 - Travel size toiletries include: (1) shampoo, (1) conditioner, (1) body wash, (1) facial bar and (1) body lotion

Housing Rates & Fees

- Reduction to guest count, number of beds, bed nights or board plans ninety (90) calendar days prior to guest arrival will result in a penalty fee of the originally agreement amount.
- The service minimum in the residence halls is 46 guests or more per night. The Towers Junior Suites service minimum is 10 guests or more per night. For all other accommodations, the minimum requirement is 15 guests or more per night.
- Groups whose guest count goes below service minimum will be cancelled and any deposits made in advance will be forfeited.
- All keys and access cards must be returned to an SF State staff person at the building front desk where they were issued. A \$55 charge per lost/damaged room key and/or lost/damaged meal card will be assessed to the person issued the key or meal card.

Dining Services

- Reduction in number of meals, meal types or guests, 90 days prior to conference arrival will not be accepted.
- All conference guests must have at least one purchased meal per guest per day.
- Guest's unused or missed meals cannot be transferred to other meal period or exchanged for value to cover the cost of another meal period.
- During high guest count volumes and/or during construction projects; Conference & Event Services cannot permit large bags, purses, laptops, and other personal belongings into the server or seating areas within the City Eats Dining Center. Small drawstring sports bag that do not exceed 8 ½ x 11 size may enter the dining area.
- Guests may utilize complimentary lockers to store personal belongings while in the City Eats Dining Center. During construction periods the complimentary lockers may not be available. Dining guests are encouraged to leave personal belongings in their rooms or campus offices.
- All food must be consumed within the City Eats Dining Center and no food may be taken out.
- All meals, unless otherwise noted, are served in the City Eats Dining Center. The University reserves the right to serve meals outside the dining center facilities if required due to capacity restrictions, construction, etc.
- All board charges are subject to the current **State, City and County of San Francisco Sales Tax**; which are not included in the dining rates. If a conference group is exempt from California Sales Tax, a state tax exemption certificate must be provided to the University upon signing this agreement, fourteen (14) calendar days after



agreement is received. No tax exempt credit will be given unless this certificate is received upon agreement signing.

- Take-away or boxed meal requests are available upon request. The Boxed Meals Order Form through Conference and Event Services is required no later than seven (7) calendar days prior to requested date. Contact Conference & Event Services for more additional requirements and assistance.
- The City Eats Dining Center will be open during the following times:

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|-----------|----------------|-------------------------|
| Breakfast | 7:30am-9:30am | Sunday through Saturday |
| Lunch | 11:00am-1:00pm | Sunday through Saturday |
| Dinner | 5:30pm-7:30pm | Sunday through Saturday |

The University reserves the right to alter meal times depending upon the number of conference guests. Any such alteration will be made at least seven (7) calendar days prior to the start of the scheduled change.

- Groups wishing to change contracted serving times will incur a surcharge to cover additional labor costs. Requests to extend Dining Center hours are due to Conference and Event Services no later than fourteen (14) calendar days prior to group’s check in date.
- Outside food is not permitted in the City Eats Dining Center or conference centers within the housing community. An agreement outlining catering services will be provided separately from this agreement by Sodexo, our food service provider.
- Groups with attendees under the age of 18 are required to have an adult supervisor following the ratios outlined above while in dining facilities.

Deposits

- **Deposits** are due on the following schedule:
 - 30% of current charges for conference group’s deposit is due (14) calendar days after the summer conference rental agreement has been executed and invoice has been received.
 - 70% of current charges are due thirty (30) calendar days prior to conference arrival date.
 - Conference and Event Services will only be responsible for holding space for the contracted guaranteed number.

Anticipated Attendance

- Anticipated Attendance for room and board must be submitted in writing via email, no later than ninety (90) calendar days prior to conference arrival date. Anticipated numbers reductions will not be accepted.
- After 90 calendar days the original room and board counts signed by the conference group are firm and cannot be adjusted.

Increases & Guarantees

- **Increases & Guarantees** of final attendance for housing, dining, and/or linen services must be submitted in writing via email, no later than fourteen (14) calendar days prior to conference arrival date.
 - Conference Services agrees to allow for the following maximum increases in each of the anticipated numbers in housing, dining, linen and other services:



- Groups of 10-20 guests may increase a maximum of 30%
- Groups of 21-50 guests may increase a maximum of 20%
- Groups of 51 or more guests may increase a maximum of 10%
- Increases in housing, dining, and other services must be paid for fourteen (14) calendar days prior to conference arrival date. Additional charges may apply. Final guarantees must be secured through a credit card payment or wire transfer; other forms of payment will not be accepted.
- Increases made after fourteen (14) calendars will be accessed a \$250.00 rush fee. Payment for increased changes to room and board attendance must be secured through credit card or wire transfer payment in before the conference start date, otherwise increases will not be guaranteed.

Cancellation

- **Cancellation** of conference and refunds is adhered by the following schedule:
 - 90 days to 1 year prior to the scheduled conference: 20% refund
 - 30 days to 89 calendar days prior to the schedule conference: 0% refund

Payments

- **Payment** terms are as follows:
 - All conference payments are due to Conference and Event Services upon receipt of invoice.
 - Conference and Event Services must be notified within fourteen (14) calendar days of any disputed items in the invoice.
 - Any unpaid balances on conference group bill that exceed 30 calendar days of invoice receipt will be accessed 10% late fee of total balance due.

Insurance and Indemnification

- Conference groups will maintain and provide evidence of all necessary Insurance as required herein. The Certificate of Insurance must include a separate Additional Insured Endorsement form, stating, **“The State of California, Trustees of the California State University, San Francisco State University, and the officers, employees, volunteers and agents of each of them as additional insured”**. The conference group shall provide a Certificate of Insurance **with appropriate certificate and endorsement no later than two (2) weeks of receiving the summer conference agreement** indicating that the required coverage is in effect for the duration of the event.
- The conference group agrees to provide, or cause its insurance carrier to provide, at least fifteen (15) calendar days’ written notice prior to cancellation of such liability insurance.
- Certificates of insurance are subject to the approval of Conference and Event Services, and the conference group agrees that no services shall be performed or provided by Conference and Event Services prior to receipt and approval of the conference group’s Certificate of Insurance.
- In the event a conference groups fails to keep in effect at all times insurance coverage as herein provided, and provide evidence thereof, Conference and Event Services may in addition to any other remedies it may have, terminate this agreement upon the occurrence of such event.
- Forms of insurance and limits of liability are as follows:



- General Liability: Comprehensive or commercial form minimum limits each occurrence \$1,000,000 and General Aggregate \$2,000,000
- Abuse and Molestation Coverage: Minimum limits \$1,000,000 Per Occurrence and \$2,000,000 General Aggregate
- Employer Liability: \$1,000,000
- Business Automobile Liability: Minimum limits for Owned, Non-owned, Scheduled or Hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence
- Workers Compensation: as required under California law
- Excess / Umbrella Liability: \$1,000,000 each occurrence; \$2,000,000 aggregate
- Insurance shall have an A.M. Best's rating of at least A: VII
- All insurance required under this agreement is to be provided on a primary and non-contributing basis and must be reflected as such in the required insurance certificate.
- Conference and Event Services may require additional insurance depending upon the type of activity being held. If so, Conference and Event Services will inform the conference group of this requirement in writing before an agreement is prepared and signed.
- The State, the Trustees, the University and the employees, Officers and agents of each will not be responsible for any premiums or assessments on the insurance coverage required by this agreement of this requirement in writing before an agreement is prepared and signed.
- Conference groups shall indemnify, defend, and hold harmless the State of California, the Trustees of the California State University, San Francisco State University, their officers, employees, representatives and volunteers of each of them from and against any and all liability loss, damage, expense, costs of every nature and causes of action arising out of or in connection with the use by Conference groups of the facilities and services provided pursuant to this agreement.
- The conference group will agree that San Francisco State University and Conference and Event Services will not be responsible for any cash collected or stored by the conference group. It will be the responsibility of conference group to provide a secured, locked cash box at all times. By signing this agreement, I/we release San Francisco State University from all liability.

Alcohol Guidelines and Policy

- All groups requesting to rent or use University facilities and serve beer and/or wine, must complete an alcohol clearance form for permission to serve alcoholic beverages. No alcoholic beverages of any kind, except beer and/or wine, are permitted in the conference facilities.
- The application must be approved by the University Police Department. All events must adhere to the Alcohol Policy listed below, the Business and Professional Code, Sections 27658 through 25665, and University Regulations. Requirements when serving beer and/or wine are as follows:
 - All events on campus where beer and/or wine is served shall post a sign indicating that alcohol shall not be consumed by persons under the age of twenty-one (21).
 - The serving of alcoholic beverages shall cease at the request of an appropriate University official.



- Alcoholic beverages may not be sold. Beer and/or wine are served at the conference group's event shall be served at no charge.
- Consumption and serving of beer and/or wine must take place in the facility designated for the event.
- No alcoholic beverages will be provided to an individual unless clear evidence of legal age is presented. The burden of proof for showing legal age is on the alcohol consumer and no alcohol will be served to consumers who cannot present evidence of legal age.
- When events last two hours or more, service of alcoholic beverages must stop at least one-half hour before the scheduled ending time of the event.
- Alcoholic beverages may not be served unless non-alcoholic beverages and food are also served.
- No obviously intoxicated person shall be furnished, served or given any alcoholic beverage.