



This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2026 by and between **Alabama State University** (hereinafter referred to as “ASU”), 915 S. Jackson Street, Montgomery, AL 36104, and \_\_\_\_\_ (hereinafter referred to as “Company” or “External Client”), \_ Address \_\_\_\_\_ (hereinafter collectively referred to as “Parties”).

**WHEREAS, \_\_\_”Company”\_\_\_** desires to host a camp on the campus of ASU;

**WHEREAS, ASU** desires to permit \_\_\_\_\_”External Client”\_\_\_\_\_ to host \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ or range on the campus of Alabama State University.

NOW THEREFORE, in consideration of the mutual promises and covenants set forth herein, and other good and sufficient consideration, the parties agree to the following:

I. ASU will provide:

- a. Room accommodations where, how many rooms, no. of guest, rate (final count to be adjusted within 7-10 business days of check-in date); no adjustments will be made for billing after providing rooms,# of guests and rate after the 10<sup>th</sup> business day BEFORE check-in.
- b. Room key(s) for each person to be given to representative at check-in;
- c. Designated Housing and Residence Life staff person on-site at check-in;
- d. Dining services including breakfast and supper for 00 people served in the Fred Shuttlesworth Dining Hall (menus to be determined; final count to be adjusted within 7-10 business days of check-in date); Aramark Catering Services prices for dining will be \$5.00 (breakfast) \$5.00 (Lunch) \$7.00(dinner) ALL DAY CAMP FEES FOR DINING WILL BE \$15.00 per participant
- e. Use of Building and Room Number from Time until Time on Day and Date’
- f. Room setup to be determined; and
- g. Any additional (for cost) services as requested and authorized by Company



II. Company will provide:

- a. Full payment of \$\_\_\_\_\_.)to ASU upon receipt of an invoice from ASU. Company will remit payment prior to the start of the booked event and payable to the below areas of services (see event quote for details; final bill to be adjusted within 7-10 business days of check-in date)
  - i. Lodging in the amount of \$\_\_\_\_\_.00
  - ii. Room and grounds reservation in the amount of \$\_\_\_\_\_.00
  - iii. Dining services in the amount of \$0 and may incur greater cost dependent on number of actual attendees (see catering invoice)
- b. Down payment of \$\_\_\_\_\_.00 to ASU with signed contract by date within 2 weeks of guarantee room reservations
- c. Proof of general liability and sexual misconduct and molestation liability coverage for the date/location of event (see Number 10 of Contract Terms below for specifics on policy limits)
- d. Return of room key(s) for each guest by representative, or \$50 replacement fee per key
- e. Payment for any additional conference services as requested and authorized by Company

III. **Miscellaneous Terms.**

- a. The usage of Alabama State University's Name/Marks for Promotional Purposes: Alabama State University's name and logos are registered trademarks. Any use of the name "ASU" or "Alabama State University" or "Bama State" is permitted for directional use only. The use of any related names, marks, logos or graphics is not permitted for your event's promotional purposes without the express permission from ASU as coordinated through ASU Media Relations.
- b. The assigned rooms/spaces and time confirmed for use are exact and non-transferrable. ASU's facilities are available to you only during the times assigned by the Auxiliary Services Staff and Housing and Residence Life Staff.
- c. **Termination.** This contract may be terminated with 30 days written notice by either party. If terminated by the external client and/or its representatives the ASU will retain security deposit and any other prepaid fees. If terminated by ASU, the external client will be refunded all prepaid fees and security deposit.



- d. Contracts, Payment and Setup Forms must be received by ASU at least 7 business days prior to your requested activity, unless otherwise stated in above conditions.
- e. Rooms must be returned in their original condition. Failure to do this may prohibit your use of ASU facilities in the future and could result in added charges for repairs and/or cleaning. The use of silly string, paint, candles, glitter, confetti, (or any confetti-type decorating materials) is strictly prohibited in all rooms/spaces on ASU's campus. Failure to comply with this rule may lead to a considerable fine to be determined by ASU and termination of your room use privileges.
- f. Damages and repairs will be assessed on the basis of cost to ASU, including labor and material.
- g. *ASU's Aramark Catering has exclusive right to catering for all campus groups.* Food may only be brought in from outside sources with written approval of the Aramark General Manager as received through Auxiliary Services. All catering orders should be received in the online ordering system.
- h. Arrangements for audiovisual rentals and all other types of equipment must be made through ASU Office of Events Management.
- i. Extra security may be required for external client's event as deemed necessary by Events Management. Costs for special security needs will be quoted by the Campus Police Department and are not included in the cost of your event. ASU Campus Police must approve such events at least 10 business days in advance.
- j. Company shall, at its own expense, procure and maintain, without interruption during the event contract, insurance of the kinds and limits listed hereunder. Certificate(s) of insurance issued by the Company's insurance carrier shall be furnished to ASU a minimum of 72 hours in advance of event date and shall name Alabama State University, its Board of Trustees, Faculty, Staff, and Agents as Additional Insured on the General Liability policy. Additionally, Alabama State University, 915 S. Jackson St., Montgomery, AL 36104, shall be named the certificate holder.
  - i. The insurance coverage required under this contract are minimum limits required and are not intended to limit the responsibility or liability of Company. If any subcontractor is used to fulfill this contract, they or the Company on their behalf, shall carry the same coverage and limits of insurance outlined herein. It shall be the Company's responsibility to ensure compliance of this requirement.



- ii. The policy minimum is single limits of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate for the following policies: Commercial General Liability General Aggregate (including Products & Completed Operations), Sexual Misconduct and Molestation Liability, Each Occurrence, Automobile Liability (combined single limit), Workers Compensation for Each Accident, for Disease-policy limit, and for Disease-each employee.
- iii. All insurance coverage shall be issued by an insurer licensed by the insurance Commissioner to conduct business in the State of Alabama and have a minimum current A.M. Best rating of A.
- iv. Each policy shall be endorsed to provide that the policy not be canceled, non-renewed, changed or allowed to lapse for any reason without thirty (30) days of written notice to Alabama State University. Insurance policies meeting the requirements stated above shall be maintained for the duration of the contracted event.
- v. ASU shall be entitled, upon request and without expense, to receive copies of policies and endorsements thereto and may make any reasonable request for deletion or revision or modification or particular policy terms conditions, limitations, or exclusions except where policy provisions are established by law or regulations binding upon either of the parties or to underwriting on such policies.
- vi. All External Client's shall inform ASU Director of Camps and Programs of all incidents and/or accidents that occur on ASU premises or that might otherwise give rise to a claim against ASU and shall be responsible for providing appropriate written notification. Such notification shall be provided as soon as reasonably possible but will not exceed twenty four (24) hours after organization is aware of the incident/accident.
- vii. Due to the nature of some activities, ASU reserves the right to require additional limits of liability coverage.
- viii. ASU does not assume any liability for articles that are stolen, misplaced or left on University property.
- k. All contractors and subcontractors hired for this camp are subject to the same coverages and limits of insurance outlined above.



- l. ASU has no responsibility for the safety and/or security of anyone participating in your event except as may arise from the negligence of the University.
- m. Smoking or any use of tobacco is prohibited in any campus building or in any location on campus grounds. ASU is a tobacco-free campus.
- n. No use or possession of any alcoholic beverage or illegal drug is permitted on campus or in campus buildings.
- o. ASU facilities will be accessible to all who desire to attend. If you or your guests have a disability that might require special materials, services, or assistance, please indicate those needs when applying for space.
- p. Parking: Parking is allowed in all white-lined areas on the ASU Campus. However, parking in yellow and blue areas is NOT allowed. Anyone who parks in these areas without the appropriate sticker/tag will be ticketed.
- q. The external organization shall adhere to the ASU Minors on Campus Procedures (addendum attached).
- r. This agreement shall be construed according to the laws of the state of Alabama.
- s. **Entire Contract/ Amendments.** This contract states the entire agreement between the parties and merges herewith all statements, representation, and covenants heretofore made, and any other agreements not incorporated herein are void and of no effect. Any changes, modifications, or amendments to this contract must be reduced to and approved in writing by both parties.
- t. All individuals working at the camp must submit to a background check and the results must be submitted to Office of Human Resources and ASU Director of Camps at the start of the Camp.
- u. Company acknowledges receipt of ASU's Facility Usage Guidelines, Housing Guidelines, & Minors on Campus Guidelines and agrees to adhere to the rules set forth in the respective documents.

The person signing below is presumed to have authority to bind their organization to this agreement. If the contract is personal, the signer agrees to assume personally all the obligations and commitments herein agreed.

**IN WITNESS WHEREOF**, the parties do indicate their acceptance of and intention to be bound by this contract by their respective signatures below.



ALABAMA STATE UNIVERSITY

COMPANY

FEDERAL ID# 63-6067745

SIGNATURE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE/POSITIONS: \_\_\_\_\_

TITLE/POSITIONS: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_