This Program Agreement made and effective as of the date of last signing (herein the “Effective Date”) by and between ________________ (herein “Sponsoring Department”), a unit of the University of Cincinnati, and its Office of Campus Services, located in Tangeman University Center, 2766 UC Mainstreet, Suite 265, Cincinnati, Ohio 45221-0031.

Program Name:
Dates:
Location:
Estimated Total Participants:
Sponsoring Department Name:

The following exhibits dictate the scope of services Campus Services is asked to perform and the Sponsoring Department is committed to fund under this Agreement and Policies and Guidelines associated with the Program.

Exhibits list:

<table>
<thead>
<tr>
<th>Exhibit A</th>
<th>Program Management Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit B</td>
<td>Projected Budget</td>
</tr>
</tbody>
</table>

Terms and Conditions of Agreement

1) FINANCIAL TERMS
   a) Additional services requested which significantly alter the time and personnel commitment required for the execution of the Agreement may incur an increase in the Program Management Fee. Any requests for services that will increase the Program Management Fee will be discussed prior to implementation of the request.
   b) Sponsoring Department accepts full financial responsibility for this Program noted in Exhibits.
   c) Sponsoring Department agrees to pay all direct and indirect Program expenses incurred by Campus Services, including travel, supplies, and advances.
   d) Campus Services will provide Sponsoring Department a final financial statement within 90 days of the program end date.
   e) Any surplus or deficit shown on the final financial statement will be assessed 100% to Sponsoring Department and 0% to Campus Services within 45 days of the date of the final financial statement.

2) ADVERTISING
   Any use of UC’s name or marks shall comply with the UC’s Branding Standards. Any item made with UC’s name or marks must be produced by a company licensed by UC. Any printed material, radio or television advertising copy publicizing the event will be submitted to UC in advance to be reviewed for accuracy. http://www.uc.edu/licensing/guidelines.html
3) CANCELLATION
Either party may terminate this Agreement on written notice. In the event that Sponsoring Department cancels this agreement, Sponsoring Department will pay Campus Services for all direct and indirect administrative expenses and contractual obligations that are incurred by Campus Services prior to receipt of notice of cancellation. Sponsoring Department shall also be responsible for management fees according to the schedule below.

**Management fees are scaled as follows:**
- **If canceled 180 or more business days** from the starting date: 50% of the Program Management Fee
- **If canceled 91 business days – 179 business days** from the starting date: 80% of the Program Management Fee
- **If canceled less than 90 business days** from the starting date: 100% of the Program Management Fee

4) NOTICES
Any notices required shall be sent to:

**FOR Campus Services:**
Name: __________________________
Department: __________________________
University of Cincinnati
2766 UC Mainstreet, Suite 265
Cincinnati, OH 45221-0031
Contact Email: __________________________

**FOR SPONSORING DEPARTMENT:**
Contact Name: __________________________
Organization: __________________________
Address: __________________________
City, State Zip: __________________________

5) AUTHORIZED SIGNATURES
Each individual executing this Agreement on behalf of Sponsoring Department and Campus Services represents and warrants that he or she is properly authorized to do so.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated by their names.

**FOR CAMPUS SERVICES**
Signed By: __________________________
Name: __________________________
Title: __________________________
Date: __________________________

**FOR SPONSORING DEPARTMENT**
Signed By: __________________________
Name: __________________________
Title: __________________________
Date: __________________________