



Exhibit D

Summer Conference

Arrival and Departure: Attendees are permitted to arrive and depart based on the dates per the contract. Arrival and departure times are managed during normal business hours. Times outside of business hours must be approved 5 business days prior to Program. Fees could apply for times outside of business hours.

Program Logistics: Sponsoring Department must provide Program arrangements no later than 15 business days prior to start date, including but not limited to: room assignment form, meal request form, linen service, catering, parking, Rec Center passes, campus debit card. For multi-week programs meal guarantees are due 5 business days prior to new week. Changes requested or failure to supply required program logistics may result in additional fees.

Extension of Meal Service: Times outside of business hours must be approved 5 business days prior to Program. Fees could apply for meal times outside of standard hours.

Final Guarantee: Room assignment sheet constitutes final guarantee. Meals will be billed based final guarantee or actual numbers, whichever is higher, provided 5 business days prior to program. Additional participants will be billed at the room and meal rate increased by 10%. No shows or cancellations after the 15 days prior to program date will be billed for the first room night. Unused meals are non-refundable and non-returnable. If the meal card is not returned at check out, a fee will be assessed.

*Over counts less than or equal to 10% above the Guaranteed Minimum Meal Count will be charged the Per Meal Rate. Over counts over 10% of Guaranteed Minimum Meal Count will be charged Per Meal Rate plus an additional 5% charge per meal. (Example: If the guarantee is 100 ppl and 118 pp eat, the extra 18 will be charged the Per Meal Rate and the extra 8 charged an additional 5% surcharge.)

Linens: Linens are provided per room order. Linen package includes a pillow, pillowcase, 2 flat sheets, one bath towel, and one face towel. Weekly exchange of linen package is available.

Chaperones: Sponsoring Department is required to identify chaperones responsible for supervising Minors who are overnight guests. Chaperones may stay for a portion of the program or during its entirety. Chaperones must be over 18 years of age, and may be a: student, teacher, UC staff, parent, coach, or hired person. Sponsoring Department is responsible for acquiring Chaperone background checks according to state of Ohio Revised Code. Chaperones are required to remain overnight in assigned space in the residence hall and be actively engaged in the supervision and oversight of the Program's Minors, and will be contacted in case of emergencies.

Guests: Guests, including family members, are not permitted in guest rooms. Guests are only permitted in the lobby areas of the residence halls with the registered guest present. Violations are subject to dismissal and fee.