

UNIVERSITY STANDARD TERMS AND CONDITIONS – HOTELS, FACILITIES, AND CATERING

1. **DEFINITIONS:** (i) "Contract" means the entire written purchase order, contract, or agreement attached to these University Standard Terms and Conditions ("Standard Terms"), these Standard Terms, and any other contracts, agreements, sales quotations, order acknowledgements, or similar documents including terms and conditions incorporated in the Contract; (ii) "ORS" means the Oregon Revised Statutes; "OAR" means Oregon Administrative Rules; "UCC" means Uniform Commercial Code; "USC" means United States Code; (iii) "Deliverables" means goods and/or services provided to University by Contractor under this Contract; (iv) "University" and "UO" each mean the University of Oregon, making the purchase pursuant to this Contract, and mean an Oregon Cooperative Procurement Program ("OrCPP") member if the purchase is being made under the State of Oregon's cooperative purchasing program authorized by ORS 190.240; (v) "Contractor" means the party named in Contract with whom University has contracted for the purchase of goods or goods and services; (vi) "Unsupervised Contact" with minor students means contact that provides the person opportunity and probability for personal communication or touch with students under the age of 18 when not under direct University supervision; and (vii) University and Contractor are each a "Party" and collectively "Parties".
2. **CONTROLLING TERMS.** These Standard Terms shall govern the Contract between the Parties and replace and supersede any conflicting terms and conditions found in the Contract.
3. **CANCELLATION BY UNIVERSITY.** University may cancel its reservation without cause, up to seven days prior to the date of first event or room booking under this Contract. In the event University cancels without cause less than seven days prior to the date of first event or room booking under this Contract, University will pay the difference between the amount owed by University and any revenue received by Contractor to relet rooms and spaces formerly reserved to University. Any funds paid by University as liquidated damages will be counted as a credit toward the use of the Contractor's facilities for one year from the date of the canceled event, use of rooms, or use of space. Notwithstanding the foregoing, University shall not be obligated to pay any amount for cancellation of the rooms and/or space if Contractor is able to relet the reserved rooms and/or space. Contractor shall make every effort to cover and relet rooms and spaces formerly reserved to University and cover and reallocate all deliverables reserved for University. Contractor shall provide a description of all such efforts in an invoice.
4. **REASSIGNMENT OF SPACE.** If for any reason the space or rooms reserved are not available for University's event, University agrees that Contractor may, upon receipt of written consent by University, substitute the space with another of reasonably comparable quality and which will meet all of the requirements for which the University intended to use the original space. If no such space can be made available by Contractor, University may, in its discretion, either agree to a comparably inferior space for which University will receive an equitably appropriate price discount or terminate this Contract without recourse or penalty.
5. **CONDUCT.** University agrees to conduct the scheduled functions in an orderly manner in full compliance with applicable laws, regulations and Contractor rules. University assumes full responsibility for the conduct of and damages or loss caused only by its employees and agents in attendance. University will not be liable for ordinary wear and tear caused by the scheduled function.
6. **CATERING AND BANQUET EVENT ORDERS.** In the event a banquet event order or equivalent document ("BEO") is issued pursuant to an existing Contract between the Parties, only the itemized list of conforming catering goods and services to be provided by Contractor will become part of that Contract; all other additional terms and conditions will be void and of no effect. If a BEO is issued with the intent that it acts as the complete contract between the parties without reference to a previously executed agreement, these terms will control over that BEO and any additional terms and conditions in accordance with Section 2 above.
7. **ALCOHOL.** If Contractor is engaged by University to sell or serve alcohol, Contractor is solely responsible and liable for any Harm (as defined in Section 12 below) which may be caused by, or result from, any act or omission of Contractor and its subcontractors, agents, or employees. Contractor will indemnify University with respect to the sale or service of alcohol on the same terms as set forth in Section 12 below. Contractor must possess, maintain, and ensure compliance with all necessary licenses, certifications, and other authorizations. Alcohol must be sold or served in compliance with applicable state and federal law. Alcohol may be paid for by a third party, at University's discretion.
8. **UNIVERSITY'S REPRESENTATIONS.** Any representations or warranties made by University under this Agreement are limited to the extent that such representations or warranties are made based on University's actual knowledge and without any investigation by University.
9. **PAST DATES.** Any dates that have occurred prior to the execution of this Agreement will be deemed to require action promptly after execution of this Agreement.

10. PAYMENT. All payments by University for services rendered under this Contract will be made by check and will be subject to the conditions and limitations of University Policy IV 09 06 J. University may pay with a credit card at University's discretion, but there will be no credit card payment required of University. Any references in the Agreement requiring purchase orders are deleted in their entirety. Fees, of which the actual sums are not expressly approved of prior to execution of this Contract (such as percentage based service fees and others not directly tied to services actually rendered), are not agreed to and will not be paid without prior written approval by University. Notwithstanding the foregoing, in no case will University be obligated to make any payment associated with an individual guest room in excess of the published rates for lodging found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Unless a different payment date is specified in the Contract, payment for goods and services under the Contract will be made within 45 days following the date the entire order is delivered, services completed, if applicable, or the date the invoice is received, whichever is later. Contractor will not be compensated by any other party for work performed under this Contract. To the extent University is only reserving rooms or space under this Contract for individual guests, it is the obligation of those individual guests of the Contractor to make all required payments for such room rentals. University's obligation to make any payments associated with the reservation or use of individual guest rooms is limited to \$10 per room-night. University is only obligated to make payments under this Agreement for the meeting room rental, food and beverage, audio visual, and other expenses associated with the University's function at the Contractor.

11. LIMITATION OF LIABILITY. Contractor agrees that to the fullest extent permitted by law, University shall not be liable to Contractor for any special, indirect or consequential damages whatsoever, whether caused by negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever, including but not limited to, loss of profits or revenue.

12. INDEMNITY. Contractor will be responsible for all damage to property, injury to persons, loss, expense, inconvenience, attorney's fees, and delay ("Harm") which may be caused by, or result from, any act or omission of Contractor, its subcontractors, agents, or employees. Contractor will defend, indemnify and hold University harmless, as well as University's governing board, trustees, directors, officers, agents, employees, and members, with respect to all claims, suits, and actions of any nature, or alleging Harm of any nature, resulting from or arising out of the acts or omissions of Contractor or its subcontractors, officers, agents, or employees. All indemnification of Contractor by University and other monetary obligations owed by University to Contractor under this Agreement including liability to pay attorneys' fees are subject to the conditions and limitations of Article XI, Section 7 of the Oregon Constitution and other laws regulating liabilities or monetary obligations of University, including the Oregon Tort Claims Act, ORS 30.260 through ORS 30.300. Under no circumstances will University be liable for the acts or omissions of anyone other than an employee or agent of University and then only in accordance with applicable law. Students are not considered agents of University.

13. INSURANCE. Contractor will secure at Contractor's expense and keep in effect during the term of this Contract either comprehensive general liability insurance with a broad form Commercial General Liability endorsement or broad form commercial general liability insurance with a minimum combined single limit of not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate, covering bodily injury and property damage, and will include personal and advertising injury liability, products liability and contractual liability coverage for the indemnity provided under this Contract. Upon request by University, Contractor will secure at Contractor's own expense and keep in effect during the term of this Contract a Commercial Auto Liability insurance policy with a minimum combined single limit of \$1,000,000 per occurrence for each accident and \$2,000,000 aggregate. Any requested insurance policies are to be issued by an insurance company authorized to do business in the State of Oregon with a minimum financial rating of an AM Best rating of A- or higher. All liability insurance will be arranged on an "occurrence" basis. No insurance will be allowed on a "claims made" basis.

Upon request by University, Contractor must provide a Certificate of Insurance to University from the insuring company evidencing insurance coverage required by this Contract. The "Description of Operations" must include (using the following exact language) the **"State of Oregon, Board of Trustees to the University of Oregon, and University of Oregon, their respective officers, employees and members"** as additional insured. The certificate will provide that the insurance company will give a 30-days' written notice to University if the insurance is cancelled or materially changed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30-days' written notice from Contractor or its insurer(s) to University, Purchasing and Contracting Services at the following address: 1600 Millrace Drive, Suite 306, Eugene, Oregon 97403.

14. PCI DSS COMPLIANCE. If, in the course of its engagement with University, Contractor has access to or will collect, access, use, store, process, dispose of, disclose, or otherwise influence the security of credit, debit or other payment cardholder information, Contractor shall, at its own cost and expense: (i) take responsibility for the security of said cardholder data PCI DSS Requirement 12.8.2); (ii) on an annual basis, provide University with an Attestation of Compliance (AOC); (iii) within seven (7) days, notify University if it falls out of compliance; (iv) if it detects unauthorized access to cardholder data: (a) notify University within 24 hours and, (b) comply with all applicable laws requiring notification, protection, and support of cardholders, (v) in the event it fails to comply with these provisions, indemnify, hold

harmless, and defend University and its employee from any claims, damages or other harm related to its failure, as more specifically set forth in the Indemnity section of these Terms and Conditions.

15. UNSUPERVISED CONTACT WITH MINOR STUDENTS. Contractor shall ensure that none of its officers, employees, or agents, including subcontractors, will have direct, Unsupervised Contact with minor students while on University property. Contractor will work with University to ensure compliance with this requirement. If Contractor is unable to ensure through a security plan that none of its officers, employees, or agents, including subcontractors, will have direct, Unsupervised Contact with minor students in a particular circumstance or circumstances, then Contractor shall notify University before beginning any work that could result in such contact. Contractor authorizes University to obtain information about Contractor and its history and to conduct a criminal background check, including fingerprinting, of any Contractor officers, employees, or agents, including subcontractors, who will have Unsupervised Contact with minor students. Contractor shall cause its officers, employees, agents, including subcontractors, if any, to authorize University to conduct these background checks. Contractor shall pay all fees assessed by University for processing the background check. University may deduct the cost of such fees from an interim or final payment to Contractor under this Contract, unless Contractor elects to pay such fees directly.

16. INDEPENDENT CONTRACTOR STATUS. Any services rendered under this Contract are those of an independent contractor. Contractor certifies that Contractor is not an employee of the University and neither Contractor nor any of Contractor's agents or employees are entitled to any of the benefits that University provides for its employees. Nothing in this Contract will be construed to create a partnership, joint venture, franchise, agency, or employment relationship between the Parties.

17. FEDERAL REQUIREMENTS. If this Contract is federally funded in whole or in part, Contractor must comply with all applicable provisions of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Further, if the Federal Funding Accountability and Transparency Act ("FFATA") applies, Contractor is required to submit certain information to University. If Contractor fails to timely submit such required information, University reserves the right to cancel this Contract or, if work has been performed, withhold payment until such required submittals have been received.

18. EXCLUSIVITY. University is not bound by exclusivity provisions.

19. REPRESENTATIONS AND WARRANTIES. Contractor represents and warrants that (1) Contractor has the power and authority to enter into and perform this Contract; (2) The individual signing for Contractor is authorized to execute this Contract on behalf of Contractor; (3) This Contract, when executed and delivered, will be a valid and binding obligation of Contractor, enforceable in accordance with its terms; (4) The work under this Contract will be performed in a good and workmanlike manner and in accordance with the highest professional standards; (5) Contractor will, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the work; and (6) Contractor's name, as it appears in this Contract, is Contractor's legal name, as it will appear in Contractor's W-9, and if Contractor is an entity rather than an individual, that the entity named in this Contract is validly existing and in good standing. Unless otherwise stated in the Contract, all Deliverables will be new and current model and will carry full manufacturer warranties. Contractor warrants all Deliverables delivered to be free from defects in labor, material, and manufacture and to be in compliance with solicitation specifications. All implied and expressed warranty provisions of the UCC (ORS chapter 72) are incorporated in this Contract. All warranties will inure to the benefit of University. The warranties set forth in this Section are in addition to, and not in lieu of, any other warranties provided.

20. SECURITY. In the event Contractor determines security personnel are needed at any time during University's scheduled event or function, Contractor will provide all such security at its own cost. University will not be responsible for any costs or payments associated with hiring such security personnel.

21. TERMINATION. (a) This Contract may be terminated at any time by mutual written consent of both Parties. (b) University may, at its sole discretion, terminate this Contract in whole or in part upon 30-days' written notice to Contractor. (c) University may terminate this Contract effective immediately upon delivery of written notice to Contractor, or at such later date as may be established by University if: (i) Contractor is in violation of applicable federal, state, or local laws, rules, regulations, ordinances, or guidelines or any University policy (found at <http://policies.uoregon.edu/>) ("Applicable Laws"), including, but not limited to any policy related to sexual harassment and sexual misconduct (ii) Applicable Laws are modified or interpreted in such a way that any Deliverables or services to be provided by Contractor under this Contract are no longer allowable or appropriate for purchase by University or are no longer eligible for the funding proposed for payment authorized by this Contract; (iii) any license or certificate required by Applicable Laws to be held by Contractor to provide Deliverables under this Contract is denied, revoked, or not renewed for any reason; (iv) if Contractor becomes insolvent or admits in writing its inability to pay its debts as they mature, or makes an assignment for the benefit of creditors; (v) if a petition under any foreign, state, or United States bankruptcy act, receivership statute, or the like, as they now exist, or as they may be amended, is filed by Contractor; or (vi) if such a petition is filed by any third party, or an application for a receiver is made by anyone and such petition or application is not resolved favorably to Contractor within ninety (90)

calendar days. (d) University may terminate this Contract for default (including breach of contract) if (i) Contractor fails to provide Deliverables called for by this Contract within the time specified in this Contract or any extension of this Contract; or (ii) Contractor fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms, and after receipt of notice from University, fails to correct such failures within ten business days. (e) Contractor may terminate this Contract upon 30-days' written notice to University if University fails to pay Contractor pursuant to the terms of this Contract and University does not cure such failure to pay within 30-business days after receipt of Contractor's written notice, or such longer period as Contractor may specify.

22. TERMINATION DUE TO NONAPPROPRIATION OF FUNDS. University may terminate this Contract upon written notice to Contractor if University has not: (a) Received from the Oregon Legislative Assembly appropriations, limitations, or other expenditure authority; or (b) Received allotments pursuant to ORS Chapter 291 sufficient to allow University, in the exercise of its reasonable administrative discretion, to pay the amounts of this Contract.

23. REMEDIES. (a) Contractor's sole remedy under this Contract will be a claim for the sum designated for providing and/or completing the Deliverables multiplied by the percentage of Deliverables provided and/or completed and accepted by University, less previous amounts paid and any claim(s) which University has against Contractor. If previous amounts paid to Contractor exceed the amount due to Contractor under this subsection, Contractor will pay any excess to University upon demand. (b) University's remedies under this Contract include any remedy available to it in law or equity. If it is determined for any reason that Contractor was not in default of this Contract pursuant to Section 21(d), the rights and obligations of the Parties will be the same as if the Contract was terminated pursuant to Section 21(b). (c) Upon receiving a notice of termination of this Contract, Contractor will immediately cease all activities under this Contract, unless University expressly directs otherwise in writing. Upon termination of this Contract, Contractor will deliver to University all Work Product, documents, information, works-in-progress and other materials that are or would be Deliverables or otherwise the property of University had the Contract been completed. Upon University's request, Contractor will surrender to anyone University designates, all documents, research or objects or other tangible things needed to complete the work.

24. SUBCONTRACTS AND ASSIGNMENTS. Notwithstanding any provision to the contrary, Contractor may not subcontract, assign, transfer, or any of its interest in this Contract or delegate its responsibilities without obtaining prior written approval from University, such consent may be withheld by University in its sole discretion. As a condition to requesting prior written approval, Contractor must provide a written copy of any such proposed assignment or subcontract to University. University's consent to any assignment or subcontract will not relieve Contractor of any of its duties or obligations under this Contract. Any assignment or subcontract in contravention of this Section will be null and void. This Contract will be binding upon and will inure to the benefit of the Parties and their respective authorized successors and assignees.

25. NOTICES. Except as otherwise expressly provided in this Contract, any communications between the Parties or notices to be given under this Contract will be given in writing by personal delivery, facsimile, or mailing the same, postage prepaid, to Contractor or University at the address or number as set forth in this Contract, or to such other addresses or numbers as either Party may indicate. Any communication or notice so addressed and mailed will be deemed to be received five days after mailing. Any communication or notice delivered by facsimile will be deemed to be given when receipt of the transmission is generated by the transmitting machine. To be effective against University, such facsimile transmission must be confirmed by telephone notice to University's supervising representative. Any communication or notice by personal delivery will be given when actually delivered.

26. OREGON PUBLIC RECORDS LAW. Contractor hereby acknowledges this this Contract is subject to the requirements of Oregon public records law (ORS 192.410 – 192.505) and that information Contractor discloses to University may be subject to public disclosure. University is not in breach of any provision of the Contract if, according to the University's interpretation of public records law, it discloses or maintains records of any information provided by Contractor. In the event this Agreement calls for University to notify Contractor of a public records request related to this Contract, the time period for such notice will begin to accrue on the date at which the requesting party either agrees to pay any fees related to the request, or University waives said fees. Notwithstanding anything to the contrary in this Contract, University's notice to Contractor of such a public records request may be made via email.

27. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT. Contractor will protect the confidentiality of student education records, including personally identifiable information found in education records, in compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA") and its implementing regulations, specifically 20 U.S.C. § 1232g, 34 C.F.R. § 99.1 et seq., and University Policy III.05.03. Contractor will not use personally identifiable information from student education records it receives for any purpose other than performing its obligations under this Contract. Contractor may not disclose or redisclose any personally identifiable information from student education records obtained from the University or collected by Contractor on the University's behalf without the University's written authorization. Any unauthorized disclosure of student education records or personally identifiable information by Contractor may result in damages owed pursuant to the indemnity section above.

28. **EQUAL EMPLOYMENT OPPORTUNITY NOTICES.** This Contractor and any subcontractor shall abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

29. **COMPLIANCE WITH APPLICABLE LAW.** Contractor will comply with all Applicable Laws. As required by University policy, Contractor certifies that Contractor has not discriminated against historically underrepresented businesses, including Minority Business Enterprises, Women Business Enterprises, and Emerging Small Businesses. Contractor will, when applicable, have made good faith efforts to work with or obtain materials to be used in performing the Contract from minority-owned, women-owned, and emerging small business enterprises.

30. **GOVERNING LAW; JURISDICTION; VENUE.** This Contract will be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, or suit between University and Contractor will be brought and conducted solely and exclusively in the Circuit Court for Lane County for the State of Oregon. However, if any claim, action, or suit must be brought in a federal forum, it will be brought and conducted exclusively in the United States District Court for the District of Oregon. BY EXECUTION OF THIS CONTRACT, CONTRACTOR CONSENTS TO IN PERSONAM JURISDICTION OF SUCH COURTS. In no event will any part of this Contract be construed as a waiver by University of its sovereign and governmental immunities.

31. **SURVIVAL.** All provisions of this Contract that would reasonably be expected to survive the termination of this Contract will do so.

32. **SEVERABILITY.** If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected. The Parties agree to attempt to substitute for any illegal or unenforceable provision a valid or enforceable one that achieves the economic, legal, and commercial objectives of the illegal and unenforceable provision to the greatest extent possible.

33. **TIME IS OF THE ESSENCE.** Contractor agrees that time is of the essence under this Contract.

34. **FOREIGN CONTRACTOR.** If Contractor is not domiciled or registered to do business in the State of Oregon, Contractor will promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporation Division, all information required by those agencies relative to this Contract. Contractor will demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.

35. **FORCE MAJEURE.** Neither University nor Contractor will be held responsible for delay or default caused by fire, riot, acts of nature, terrorist acts, or other acts of political sabotage, or war where such cause was beyond, respectively, University or Contractor's reasonable control. Contractor will, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and will, upon the cessation of the cause, diligently pursue performance of its obligation under this Contract. However, if a default or delay due to a force majeure event continues for an unreasonable time, as determined by the University, then the University is entitled to terminate the Contract.

36. **WAIVER.** The failure of University to enforce any provision of this Contract will not constitute a waiver by University of that or any other provision.

37. **ATTACHMENTS.** All attachments, addenda, schedules, and exhibits which are referred to in this Contract are incorporated in this Contract.

38. **MERGER.** THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED IN THIS CONTRACT REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT WILL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER WILL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN.

39. **USE OF UNIVERSITY'S PROPRIETARY MARKS AND INFORMATION.** Contractor is not permitted to use the University's marks, logos, trade names or other proprietary information for marketing, advertising, or other any other purpose other than performing the Contract without advance written approval by the University. All such uses must comply with University's Style and Grammar Guide and University's brand management strategy available at <https://brand.uoregon.edu/>.

40. AMBIGUITIES. Each party has participated fully in the review and revision of this Contract and neither party shall be considered the “drafter” for the purposes of any rule of construction that might cause any provision to be construed against the drafter of this Contract.

41. CAPTIONS. The captions or headings in this Contract are for convenience only and in no way affect the meaning or interpretation of this Contract.

42. EXECUTION AND COUNTERPARTS. This Contract may be executed in counterparts, and via facsimile or electronically transmitted signature (i.e. emailed scanned true and correct copy of the signed Contract), each of which will be considered an original and all of which together will constitute one and the same Contract. At the request of a Party, the other Party will confirm facsimile or electronically transmitted signature by delivering the Contract with an original signature to the requesting Party.