

Memorandum of Understanding
Between the College of Humanities, arts and Social Sciences and the School of Public Policy
Regarding Use of Conference and Event Space in INTS
March 2023

Parties

The parties of this agreement are the College of Humanities, Arts and Social Sciences (“CHASS”) and the School of Public Policy (“SPP”).

Purpose

The purpose of this agreement is to provide SPP preferential access and appropriate staff and technical support for conference and event spaces in CHASS INTS controlled by CHASS. This shall provide access previously not available in order to advance the academic mission of both parties and to foster collaboration.

Authority

This agreement is established under the authority of CHASS over space assigned to it by the Provost and Executive Vice Chancellor who retains ultimate authority over disposition of all existing campus space.

Term

This agreement shall be effective on the date the last signature affixed below and will be re-evaluated annually by both parties.

General Provisions

- A. The conference and events spaces available to SPP on a preferential basis will include CHASS INTN 3023, CHASS INTS 1109, CHASS INTS 1128, CHASS INTS 1113, CHASS INTS 1111*.
- B. Room requests must be made via the CHASS room reservation system. Normally, requests shall be made between 14 and 90 days prior to the event via the online reservation, however requests made outside this timeframe will be considered on a case-by-case basis.
- C. Canceled event requests must be done 7 business days prior to the event. If a request is canceled in less than 7 business days, SPP will forfeit the established charges including labor and equipment charges.
- D. CHASS will provide room set-up, preliminary audio-visual support and room reset.
- E. In the unusual instance in which multiple events are scheduled for the same venue and the same time, and when no alternative can be found, any CHASS activity will be prioritized, and the competing SPP request may be adjusted or declined due to room scheduling or labor availability.
- F. SPP must be the sponsor or co-sponsor for all supported events. Usage cannot be scheduled for entities or groups outside of SPP.
- G. SPP agrees to pay labor and equipment costs provided by CHASS associated with each approved event. This will include audio-visual technical support, set-up and reset labor,

event staff coordinator labor, audio visual equipment as required and agreed upon per event. Additional charges will include on site labor during the event and cleaning fees if needed. Labor and equipment cost to be paid by SPP for usage as stated in the rate schedule below.

(*Room 1111 is controlled by the California Center for Native Nations (CCNN) via CHASS Facilities. CCNN has use priority and right of refusal use of CHASS INTS 1111.)

Amendment or Cancellation

This Memorandum of Understanding may be amended or modified in writing by mutual consent of both parties with a thirty (30) business day notice. The MOU may be canceled by either party for cause in the event of a material and significant breach of any of the provisions contained herein or upon thirty (30) days advance notice, and the breaching party shall be provided reasonable opportunity to cure the breach within thirty (30) days of notice of termination for cause. The MOU may be canceled by either party for convenience with sixty (60) days advance notice.

Assignment

SPP may not assign or transfer the responsibilities or agreement made herein.

Entire Understanding

The herein contained Memorandum of Understanding constitutes the entire understanding of the Parties pertaining to all matters contemplated hereunder at this time. The Parties signing this MOU desire or intend that any implementing contract, license, or other agreement entered between the Parties subsequent hereto shall supersede and preempt any conflicting provision of this MOU whether written or oral.

Authorization and Execution

The signing of this MOU does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU. This Agreement shall be effective as of the later date written below.

DocuSigned by:

Daryle Williams

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Daryle Williams, Dean
College of Humanities, Arts and Social
Sciences

3/6/2023 | 5:02 PM PST

Date

DocuSigned by:

mark long

7DFEE7CAFA0A473...

Mark Long, Dean
School of Public Policy

3/6/2023 | 5:08 PM PST

Date

CFM Staffing Event Rates

Event Coordinator Rate: \$35.00/hr

Approve event request, checking for conflicting events on event calendar
Coordinate time between events for general cleaning procedures
Send pre-event emails regarding the event set up/requirements
Provide floor plans and diagrams for event set up
Coordinate with student lead for student staff scheduling for the event
Coordinate an in person meeting for event walk-through
Coordinate with AV specialist to ensure all tech that's required is set up in the space
Coordinate cleaning and set up for event
On site day of event check-in
On call emergency assistance (including tech, additional set up, troubleshoot)
Assist with coordination of arrival and departure of catering
Assist with building signage (restroom, elevator, stairs)
Coordinate breakdown of room
Coordinate complete cleaning of the space
Send customer follow up survey on satisfaction of event
Coordinate with grounds and custodial for event service

AV Specialist Flat Rate: \$87.00 per event/per day

Coordinate with Event Coordinator of needs
Accumulating all technology (if do not have, request from Media services)
If recording - coordinate with media services, ITS
Obtain wifi passwords, misc gear
Polycom, video conferencing, Zoom or remote needs set-up
Coordinate student staff labor
Set up space
Hybrid meeting set up
On call emergency assistance (including tech, adapters, clickers, flash drives, trouble shoot)
Coordinate breakdown of room
Available upon request extra charge: live sound mixing, live video, etc.

On-site Student Staff Assistance Rate: \$19.00/hr

Cleaning spaces (Wipe down tables, Vacuum, Throw out trash, Wipe down walls, Clean whiteboards, etc.) Opening room (unlock the room, turn on lights, set-up computer)
Check in with coordinator
Assisting AV needs day of event
Basic tech assistance (includes troubleshooting)
Assist with last minute room set-up
Assist with building signage
Intermittent check-ins during the event
Assist with set up and breakdown
On call emergency assistance (including tech, additional set up, troubleshoot)
Responsible for all trash removal
Disinfecting the entire space before and after event

* For multi-room, multi-day conferences, labor rates will increase based on needs and coordination * Other requested set-ups and configurations may require additional set-up/reset fee.

* \$100 minimum to allow for set-up & tear down

Audio Visual rates are as follows:

1 microphone and video projector per room is included

Each additional microphone: \$25 per

Audio Mixer: \$35

Event AV tech operator for duration of event: \$50 per hour

AV Student Staff operator/support for duration of event: \$25 per hour

Cleaning fee (if needed): \$100 per event

Certificate Of Completion

Envelope Id: 671A62C3048D408E9C721A8730F6CFD2	Status: Completed
Subject: Complete with DocuSign: Memorandum of Understanding for conference room use of CHASS assigned s...	
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Document Pages: 4	Signatures: 2
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	100 Phoenix Dr.Suite 111
	Lansing, MI 48108
	tracy.avery@ucr.edu
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Record Tracking

Status: Original	Holder: Tracy Avery	Location: DocuSign
3/6/2023 4:51:23 PM	tracy.avery@ucr.edu	

Signer Events

Daryle Williams
 daryle.williams@ucr.edu
 Dean, CHASS
 University of California, Riverside
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:


 DF5B1DF553974F3...
 Signature Adoption: Pre-selected Style
 Using IP Address: 166.216.158.172
 Signed using mobile

Timestamp

Sent: 3/6/2023 4:58:25 PM
 Viewed: 3/6/2023 5:02:31 PM
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Electronic Record and Signature Disclosure:
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mark long
 marklong@ucr.edu
 Security Level: Email, Account Authentication (None)

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 7DFEE7CAFA0A473...
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 Signed: 3/6/2023 5:08:08 PM

Electronic Record and Signature Disclosure:
 Accepted: 3/6/2023 5:07:51 PM
 ID: 5acd0d98-73fd-4d3d-a145-87e1e52a8381

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

kurt schwabe
 schwabe@ucr.edu
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
 Accepted: 1/10/2023 4:55:52 PM
 ID: 72a5ae27-e802-4259-b94c-cfeb6e5e9afc

Carbon Copy Events	Status	Timestamp
Gerry Bomotti gerry.bomotti@ucr.edu Vice Chancellor and CFO University of California, Riverside Security Level: Email, Account Authentication (None)	COPIED	Sent: 3/6/2023 5:08:10 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/6/2023 4:58:25 PM
Certified Delivered	Security Checked	3/6/2023 5:07:51 PM
Signing Complete	Security Checked	3/6/2023 5:08:08 PM
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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