

Indiana Residence Hall Organization Conference Agreement Form

Annual Conference Fiscal Policy

The host school shall be thorough and responsible in preparing a sound budget. It must work closely with Housing and/or Residential Services, Food Services and other services to ensure it has accurate and realistic figures. Once a bid is accepted, the host school may not augment the projected conference costs per person by more than five (5) dollars without the written consent of the IRHO Directorship. It is strongly recommended the conference staff work closely with the IRHO director and the IRHO Advisor(s) in reviewing the budget.

I. Housing Office Responsibilities

The Housing Office at the host school agrees to ensure that the host institution has liability insurance, which covers the annual conference. A copy of the insurance policy or a notarized letter stating the institution's liability must be received by the IRHO Director and the IRHO Advisor no later than thirty (30) days prior to the conference. The Housing Office further realizes that IRHO confers the right to host the annual conference on the school, not any one person in charge of the bid process, and thereby agrees to support the conference regardless of a change of student personnel.

II. No Pay, No Conference Participation Policy

The conference staff must enforce the provision of the IRHO bylaws stating that all schools in attendance at the conference must pay all fees before they are allowed to receive conference materials and room keys.

III. Conference Debts

Should a conference deficit occur, the host school shall pay the first \$300 of the deficit. The host school and IRHO shall equally share the conference debt up to the limit of the IRHO Emergency Reserve Fund at the time of such deficit.

IV. Delegate Add-On Fees

1. A conference add-on fee of \$2 per delegate shall be included as a line item of the annual conference budget. This fee and any conference excess will be paid to IRHO no later than sixty (60) days following the annual conference. If this amount is not paid by this time, the host school shall lose its good standing with the Indiana Residence Hall Organization.
2. A non-member conference add-on fee of \$2 per delegate shall be charged to schools who are not affiliated with IRHO. This fee shall also be paid to IRHO no later than sixty (60) days following the annual conference.

V. Waiver of Conference Fees for IRHO Directorship

The conference delegate fee for the annual conference for the following members of the IRHO Directorship shall be provided for in the conference budget: Director, Assistant Director, GLACURH Indiana Regional Communications Coordinator, Student Resource Consultant, and Advisor(s).

VI. Liability of IRHO and Disclaimer Statement

In accordance with the IRHO bylaws, each individual attending IRHOC will be required to read and sign a disclaimer statement prior to officially being recognized as a delegate to the conference. The conference host school should make every effort to ensure that the conference staff, the host school and IRHO have taken effective precautions to provide for the safety and security of conference delegates.

VII. Closing of the Annual Conference

1. The IRHOC host school must submit two copies of the final conference report to the IRHO Director by the NACURH Conference in order to retain voting privileges in the organization.
2. The host school shall assume responsibility for closing all financial matters and paying conference buffer and conference excess within sixty (60) days following the close of the conference. After this time, the host school is responsible for any additional expenses incurred by the conference.

VIII. Conference Drug and Alcohol Policy

The conference host school agrees to enforce the IRHO Conference Alcohol and Drug Policy as it is stated in the IRHO bylaws. The host school shall determine the method of enforcement of the Conference Alcohol and Drug Policy in consultation with the elected officers of IRHO.

The host school above, in signing this agreement form acknowledges that they are expected to comply with all conference policies, and further agrees that if the bid is accepted, they shall be responsible for all matters listed in this agreement form, including host school responsibilities and IRHO Constitution and Bylaws.

Chief Housing Officer: _____ Date: _____

IRHO Conference Chair: _____ Date: _____

Conference Advisor: _____ Date: _____

Residence Hall Association President: _____ Date: _____

School: _____ Year: _____ Conference: _____