



**2015 REGIONAL COURSE**

**AGREEMENT FOR USE OF FACILITY**

This will confirm the arrangements made by the Oncology Section, APTA (herein referred to as the "Section") and XXXX (herein referred to as the "Facility") concerning the forthcoming regional course. The Section and the facility agree:

- 1) The Section will partner with the Facility for the following continuing education course.
  - a) Course Title:
  - b) Course Date:
  - c) Course Hours: 8:00 am – 5:30 pm
  - d) Minimum Attendance: One-Day Course – 15 participants (The Host must guarantee 10 paid registrations).  
Two-Day Course – 20 participants (The host must guarantee 15 paid registrations).
  - e) Meeting Room Requirements: Classroom Setting
  - f) Audiovisual Needs: LCD Projector & Screen. Wireless Microphone if class size exceeds 25.
- 2) Meeting Space and A/V will be provided by the Facility complimentary to the Section.
- 3) Cancellation Fee: The Facility will send a deposit, along with the signed contract, to the Oncology Section in the amount of \$300. If the course is canceled due to low registration, the deposit will be retained by the Section as a cancellation fee to offset marketing costs.
- 4) Additional fees for running the course:

*Any additional costs or fees for the course not outlined in this contract will be the responsibility of the Facility. This includes, but is not limited to: fees for audiovisual equipment or linen service as these are considered part of the site responsibility to hold the course.*
- 5) The food and beverage service will be arranged by the Facility and paid for by the Facility. This includes one break each day of the course.
- 6) The Facility agrees to provide a volunteer to assist the Section with seminar execution, including but not limited to: local seminar promotion, accommodation arrangements, and speaker support.

**It is extremely important that the Facility promote this course locally. The success of the course depends on this. The Oncology Section, APTA promotes the course to Oncology Section Members as well as to APTA Members in the state where the course is taking place.**
- 7) The performance of this agreement by either party is subject to acts of God, war, government regulations, disaster, strikes, civil disorder, curtailment of transportation facilities or other emergencies making it inadvisable, illegal or impossible to provide the facilities or to hold the seminar provided that this agreement may be terminated for any one or more of such reasons by written notice to the other. The Facility will assist the Section in notifying participants if cancellation occurs. The Section will be responsible for participant refunds if the seminar is cancelled.

