Attachment “B”
2013 Lab Agreement
Please return with contract

Colorado College Information Management endeavors to enhance your conference by making available and helping with any technological resources you may use during your stay (internet connection, projectors, printers, computer labs, etc.)

We have a variety of different computer labs, ranging from a few kiosks that your conference can use to check email and other web-based resources to fully-featured training labs (see the planning guide for specifics). Using the kiosks is free, though we do have a charge for using the teaching labs – we use the money to maintain and improve the facilities.

Teaching Lab Fee (Barnes PC, Keck Mac, Palmer 2 PC, TLC 1 PC)
I have requested in the initial agreement one or more teaching computer lab(s), and agree to pay a fee of $250 per lab, in addition to the following options (please mark below which you choose):

___ Attendant during your use of the lab ($20 / hour)

___ After hours use ($10 per day outside of 8:30 – 5:00, M-F)

___ Software installation ($50 / package)
   I will provide the following for each software package that needs to be installed in preparation for my conference four (4) weeks in advance of the group’s arrival:
   ___ Media and license keys (if necessary) to install
   ___ Instructions, if any

___ Contact information for lecturer/teacher if we have questions and to test software two weeks before scheduled use

Name: __________________________ Email: __________________________
Phone: __________________________
___ Preferred or required platform (PC or Mac)
___ On how many computers we should install the software

___ A late fee of $250 will be charged if any of these items are not turned in on time.

Total lab fee for this conference: $ __________________________

________________________________________  __________________________
Conference Director                               Date