

CodeDay **CITY_NAME** x **Venue_Partner**

Memorandum of Understanding

[Company Legal Name] (“Event Host”) will serve as the sponsor for CodeDay ® **CITY_NAME** (“the event”), hosted by Student Research and Development D.B.A. CodeDay (“Organizer”), 440 N Barranca Ave, PMB 7763 Covina, CA 91723 on **DATES** at [Venue Address].

The relationship between these two parties is that of independent collaborators. Nothing contained in this MoU shall be construed as creating any agency, partnership, joint venture, or other forms of joint enterprise, employment, or fiduciary relationship between the parties, and neither party shall have the authority to contract for or bind the other party in any manner whatsoever.

The Event Host will ensure the following:

- The Event Host will provide a space for event attendees from **[EVENT_START_DATE] [EVENT_START_TIME]** hours to **[EVENT_END_DATE] [EVENT_END_TIME]** hours. This facility will include air conditioning, cleaning crew, 24/7 access to electricity and water, a desk-chair setup for **[NUMBER_OF_ATTENDEES]** attendees, and basic amenities.
- The Event Host will ensure that only pre-approved event staff and attendees will be a part of the event. No external guests would be allowed without prior consent from the organizer.
- The Event Host would demarcate areas with sensitive IP / Event Host information / valuables and make sure it is communicated with the organizer at least 2 weeks in advance.
- The Event Host would allow external vendors, caterers, contractors, and event representatives to enter and exit the building, bring and take out supplies from the building.
- The Event Host will provide the event attendees access to high-speed internet through WiFi technology, with a dedicated SSID and password for the event.
- The Event Host will give organizers access to the venue from **[DATE]**. This additional time would be used for setting up the venue according to the needs of the organizer.
- The Event Host would make sure that the venue remains clean for the duration of the event. This entails having cleaners present on-site, as well as the availability of cleaning supplies.
- The Event Host would arrange for an AV setup, including, but not limited to a projector, a screen, microphones, loudspeakers, and other audiovisual equipment.

- The Event Host would receive packages on behalf of the organizer, and store them safely for use during the event.
- The Event Host would allow external vendors, caterers, contractors, and event representatives to enter and exit the building, bring and take out supplies from the building, and park their vehicles for a maximum of 12 hours.
- The Event Host shall permit the organizer to photograph and record the Event and use the photographs and recordings for the purpose of promoting and marketing the organizer's activities in connection with the Event. The organizer shall own all rights in and to any such photographs or recordings.
- The Event Host shall grant the organizer a non-exclusive right and license to use the Event Host's Marks during and after the Term in its advertising, marketing, and promotional materials in all formats and media, including on its website.

The Organizer will ensure the following:

- The Organizer will — at its sole cost and expense — create, program, advertise, market, promote, produce, and manage the Event.
- The Organizer will monitor the behavior of all organizer Parties. At all times, there will be at least 1 adult on staff from the organizer at the event, who are familiar with CodeDay and have event training. (During the day there will be more staff on hand).
- This follows our ratio of 1 adult per 75 students. The Organizer further understands that any loud or inappropriate behavior of its guests may result in their being required to leave the Premises immediately.
- The Organizer has an emergency and communication plan in place, and staff receive training beforehand.
- The Organizer will not permit entry to the premises to anyone other than approved organizer Parties, except with the Event Host's prior approval. The organizer will not, and will ensure the organizer Parties do not, cause any property damage to the Premises or create or maintain any nuisances, including without limiting loud noises, sound effects, offensive odor, smoke, or dust in or about the Premises. The organizer will, and will ensure the organizer Parties, keep the Premises in the same condition of cleanliness and order as they were prior to the organizer's arrival. The organizer will keep and will ensure the organizer Parties keep the Premises in such a manner so as not to disturb other tenants or employees and so as not to detract from the integrity of the building.

Contact Information:

[COMPANY_LEGAL_NAME]:

CONTACT_PERSON_NAME

Role:

Email:

Phone:

Student Research and Development D.B.A. CodeDay:

Arnav Chandak

Role: Program Manager, Student Experience

Email: arnavchandak@codeday.org

Phone: +1 257 259 3014

REGIONAL_MANAGER_NAME (Primary Point of Contact)

Role: Regional Manager, **CITY_NAME**

Email: <username>@codeday.org

Phone: +91 **PHONE_NUMBER**

Signatories:

This agreement is signed on the behalf of [COMPANY_LEGAL_NAME]:

By:

Date:

This agreement is signed on the behalf of Student Research and Development:

By: Tyler Menezes, Executive Director

Date: