



Mid-Valley Special Education Cooperative

Dr. Marianne Fidishin, Executive Director
1304 Ronzheimer Avenue
St. Charles, IL 60174
Phone: 331-228-4873
Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: January 9, 2018

RE: Q Center Agreement

The Executive Director recommends approval of the Q Center agreement.

Since the students whom Mid-Valley Special Education Cooperative staff support are complex and significant in their disabilities, compassion fatigue is a common side effect. As such, MVSEC has identified the theme of "Self Care and Wellness" for the 2017-2018 staff professional development. In an effort to support the initiative, MVSEC is contracting with the Q Center to provide recreation and team building for the March 2, 2018 staff Institute.

Funding for the Q Center from budget line item "Staff Development Cooperative Wide", GL Budget \$37,500, YTD \$9621.41.



Q Center
 qcenter.com 630.377.3100
 1405 North Fifth Avenue
 St. Charles, IL 60174

December 18, 2017

Jennifer Phillips
 Director of Professional Learning
 Mid-Valley Special Education Cooperative
 1304 Ronzheimer Avenue
 St. Charles, IL 60174

Dear Ms. Phillips:

Thank you for your interest in Q Center for your event. This Letter of Agreement (the "Agreement") has been made on a first option tentative basis between Q Center LLC ("Facility"), and Mid-Valley Special Education Cooperative ("Client").

CLIENT NAME: Mid-Valley Special Education Cooperative
EVENT NAME: Adventure Program
EVENT DATES: March 2, 2018

Client and Facility agree as follows:

These arrangements will be a definite commitment upon the signing of this Agreement by both parties.

However, between now and Friday, January 12, 2018, unless both parties have agreed upon and fully executed this Agreement, should another group request the dates and be in a position to sign an Agreement immediately, Facility will advise Client. Client will have three (3) business days to sign this Agreement and confirm the arrangements on a definite basis, after which time Facility may, at its option, enter into an Agreement with another group.

If this Agreement is not fully executed by Friday, January 12, 2018 all arrangements may be automatically released.

RECREATION AND TEAMBUILDING

The following event(s) will be reserved for Client's use:

Day, Date, Time	Function	Attendees	Cost
Friday, March 2, 2018 12:15pm – 3:30pm	Adventure Program 11 groups of 15	165	\$8,680
Total Cost			\$8,680

Recreation and Teambuilding Guarantees

- The number of guaranteed attendees will be set at one hundred sixty-five as stated above for all recreation or teambuilding events and will be confirmed upon receipt of the signed contract.
- If, for any reason, Client cancels any recreation or teambuilding event, Client will be billed the full cost of for the recreation or teambuilding event as defined above.
- In cases of inclement weather, every attempt will be made to secure indoor space for events originally scheduled outdoors. If no appropriate space is available, Facility reserves the right to reschedule the event.
- One facilitator will be assigned per group. Eleven groups of 15 will be created.

RECREATION AND TEAMBUILDING EVENT MINIMUM

In exchange for reserving the private space detailed above for Client's Team Building event, Client agrees to spend a minimum of Eight Thousand Six Hundred and Eighty dollars (\$8,680) through the purchase of a Team Building activity exclusive of service charges and taxes (the "Minimum"). If the event is held and Q Center does not realize the Minimum set forth above or the event is cancelled by Client, Client agrees to pay as a room rental charge, and not as a penalty, the Minimum minus the amount actually spent on Team Building exclusive of service charges and taxes ("Room Charge").

CREDIT CARD BILLING

Subject to the terms and conditions of this Agreement, Facility will accept credit card payments for all transactions. For purposes of this Agreement, "Card" means credit card issued pursuant to the rules and regulations of American Express, Diners Club International, Discover Card, MasterCard, VISA, or any Card for which Facility provides Card processing. Facility shall honor without discrimination valid Cards properly tendered for use.

PRE-PAYMENT

Payment of anticipated charges of Eight Thousand Six Hundred and Eighty dollars (\$8,680) is due on or before Friday, January 12, 2018. Make checks payable to Q Center and mail to Q Center, P.O. Box 390, St. Charles, IL 60174. Facility will forward instructions for paying by Credit Card upon request of Client. Such requests should be made upon signing the Agreement.

CANCELLATION POLICY

Should the event be cancelled, the following charges and applicable taxes will apply:

91 days or more before date of first scheduled arrival:	25% of total program charges defined in this contract
61 - 90 days before date of first scheduled arrival:	50% of total program charges defined in this contract
31 - 60 days before date of first scheduled arrival:	75% of total program charges defined in this contract
30 days or less before date of first scheduled arrival:	100% of total program charges defined in this contract

Orders of food, beverage, services and equipment as set forth on BEOs are guaranteed by Client five (5) business days prior to the function start date. If Client cancels or reduces any such orders, Client will pay one hundred percent (100%) of the charges associated with such reduction or cancellation.

SIGNATURE

In order to guarantee the accommodations outlined above for Client's event, sign in the space provided and return by Friday, January 12, 2018. Should the Agreement not be returned by the above date or should the Agreement be altered in any way, Facility reserves the right to revise or possibly rescind the offer.

The undersigned represent that they are authorized to sign and enter into this Agreement.

This Letter of Agreement is not effective until executed by all parties.

If you have any questions, contact Michael Woods, at (630) 444-3909 or michael.woods@dolce.com.

ACCEPTED AND AGREED TO:

Jennifer Phillips
Director of Professional Learning
Mid-Valley Special Education Cooperative

Date

Michael Woods
Recreation and Teambuilding Manager
Q Center LLC

Date

Brian Boys
Director of Conference Services
Q Center LLC

Date