CORNELL
U N I V E R S I T Y
SCHOOL OF HOTEL ADMINISTRATION

Dept. of Instructional Support
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Memo

To: Dr. Elizabeth Bilson
From: Preston Clark, Director
Re: Use of Computers at Hotel Conference
Date: March 29, 1999

In discussions with your representative, Joe Harrington, we are pleased to be able to provide you with the following computer and Internet services during the week of July 26 – 30, 1999:

Item Requested	Quantity	Per Unit Cost	Total Cost
Laser Printer	1	$25/day	$125.00
Wireless Laptop Computers	12	$15/day	$900.00
Wireless Components	12 Cards & 1 Receiver	Fee Waived	*No Charge
5-port Hub	1	Fee Waived	*No Charge
IP Addresses	As Needed	No Charge	*No Charge
Internet Access	As Needed	No Charge	*No Charge
Technical Support	Via radio or beeper	No Charge	*No Charge
		Grand Total	**$1025**

The reduced price noted above is contingent upon the following agreements:

Renter agrees to:

1. Provide all paper and transparencies for the printer.
2. Provide staff coverage during hours that laptops will be accessible by conference participants.
3. Be responsible for replacing any lost or damaged equipment up to the amount that Risk Management will not cover. Any damage to Wireless components or Hub will be at replacement cost as they are not under Risk Management specifications. Renter will not be responsible for normal wear and tear of equipment.
4. Work with Hotel and School staff to assure the safe storage of equipment after hours when not in use.
5. Be responsible for notifying users of equipment that the School and Hotel are not responsible for loss or damage to personal files or personal equipment. Use of School equipment by participants signifies their acceptance of the equipment and software provided as is.
6. Not attach any additional software or hardware to laptops or printer without prior approval from a School or Hotel representative.

The Hotel School agrees to:

1. Provide equipment as described.
2. Be responsible for the ensuring that software is in good working order. Renter is not responsible for software loss due to software or hardware crashes.
3. Set up, test, and secure all components being provided.
4. Provide conference staff with access to our technical staff via radio or beeper.
5. Verify daily that equipment is fully operational.

Notes:

- Should the need arise for additional laptops or printers, such items, if available, will be at full rental rates.
- The Hotel and School will test the functionality of the system prior to the start of the conference. Should any problems arise, notification will be made to the Renter at the earliest possible time. In the event of such an occurrence, an alternative means of service will be provided, if available.
- The Hotel and School will not be responsible for the inability of personal equipment to function within our guidelines and structure of operation.

Please provide account number to which services can be charged.

Account Number:_____

Your signature below represents approval of the agreement as described. Cancellation of service must be made no later than one (1) week prior to the event to avoid a 50% service fee.

Instructional Support Department **School of Hotel Administration**	Renter
Date:	**Date:**