



# CENTRAL CONNECTICUT STATE UNIVERSITY

CONNECTICUT STATE UNIVERSITY SYSTEM

## Student Center

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Wednesday, May 28, 2008

Thank you for choosing Central Connecticut State University as the location for your event. We are happy that we are able to meet your facility request.

Prior to sending you the contract for your event, I need for you to forward the following documents.

- 1) Each client must submit a corporate resolution or similar document, which shows that the person signing the contract on behalf of the client has the authority to do so. The corporate resolution shall be titled as such and made as an attachment to the contract submitted. [http://www.finance.ccsu.edu/PSA/Certifies\\_Resolution\\_Samples.htm](http://www.finance.ccsu.edu/PSA/Certifies_Resolution_Samples.htm)
- 2) Each client must provide the State with documentation in the form of a company or corporate policy adopted by resolution of the board of directors, shareholders, managers, members or other governing body of such contractor to support the nondiscrimination agreement and warranty under C.G.S. §§ 4a-60a and 46a-68h. <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928>
- 3) The Contractor shall provide the University a **certificate of insurance**, from its insurance provider, thirty (30) days prior to the Event, which states that the Contractor is insured for the period of time covered by this Agreement with minimum Commercial General Liability coverage established at: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and \$2,000,000 aggregate. The certificate of insurance shall indicate the specific dates of the Event and the reservation number. The certificate of insurance shall indicate that the State of Connecticut, the University, the Connecticut State University System and its Board of Trustees and their agents, officers and employees, are named as additional insured with no limitations on the scope of protection afforded to these entities.
- 4) In all cases, the Contractor shall submit the appropriate documentation to the University's Managing Office when the Agreement is executed or, in cases where a CERT-112 or CERT-123 is being requested, no later than two (2) weeks prior to the Event. If a CERT-112 or CERT-123 is to be utilized, the Contractor shall submit the request to the Connecticut State Department of Revenue Services no later than eight (8) weeks prior to the Event. In all cases where the appropriate documentation for tax exemption is not provided within the specified time, the Contractor will be charged all appropriate Connecticut state sales tax.



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- 5) The Contractor is a nonprofit organization and is collecting a donation or leveling a charge for admission as a fundraiser and has supplied a completed CERT-119 or CERT-134 indicating that the Event is one (1) of the five (5) fundraisers or social events covered by the exemption the organization has for that calendar year, under the SN 98(11) Exemption from the Connecticut State Department of Revenue Services, and listing the University as the retailer. Under no circumstances shall more than five (5) CERT-119 or CERT-134 forms be accepted from any one contractor in a given calendar year.

We will contact the various service managers regarding your specific needs. It is necessary for you to speak directly with Sodexo Food Service regarding your catering needs. You must communicate any changes regarding food service related to your event to Food Service to avoid any confusion or unnecessary charges.

Thank you again for choosing Central Connecticut State University. My staff and I look forward to working with you. Please call our office at (860) 832-1964, if you need any assistance in the planning of your event.

Sincerely,

**Katherine Poirier**

Katherine A. Poirier

Associate Director, Student Center

CCSU Central Reservations Office

cc: W. Mamed, Director



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