



RESERVATION CONTRACT

Contact Person _____ Position _____
Organization _____ Email _____
Address _____ Phone _____
_____ Fax _____
Number of Participants Attending _____ Number of Adult Moderators (if applicable) _____

SERVICES REQUESTED

Please select ONE applicable program from the list below

☐ **Darst Center Staff Facilitated 1-Day Virtual Program** [\$150 Deposit]

- ☐ Theme/Area of Focus: _____
- ☐ Date: ____ / ____ / ____
- ☐ Start Time: ____ ☐ am ☐ pm End Time: ____ ☐ am ☐ pm
- ☐ Virtual Platform: ☐ Our platform: _____ ☐ Darst Center's Zoom Account

☐ **Darst Center Staff Facilitated Virtual Program Series** [\$150 Deposit]

- ☐ Theme/Area of Focus: _____
- ☐ Dates: _____
- ☐ Start Time: ____ ☐ am ☐ pm End Time: ____ ☐ am ☐ pm (for each session)
- ☐ Virtual Platform: ☐ Our platform: _____ ☐ Darst Center's Zoom Account

Please see other side for TERMS of AGREEMENT and signature line.

TERMS of AGREEMENT

FOR DARST OFFICE USE ONLY:

Deposit \$ _____ Check Number _____ Date Received _____

312.225.3099 (phone) • 312.842.4178 (fax) • info@darstcenter.org
www.darstcenter.org



I can assure that the participants will be ready for the virtual platform used for our program and that the assigned moderators will take primary responsibility for the application of the Darst Center virtual guidelines. I understand that the Darst Center can provide a Zoom link for virtual programming upon request, or the Darst Center staff can utilize the chosen virtual platform of our group. If using our own platform and not the Darst Center's Zoom account, I understand that the moderators are responsible for running the technology during the set up and the entirety of the program, including troubleshooting any issues that may arise.

Virtual Guidelines:

- As much as possible, all participants will have their camera on, as this will help us connect as humans when we share stories, reflect, and learn together.
- When you are not speaking, we ask that your microphone is on mute to center the voice of the person who is speaking.
- We invite all participants to use the chat box to name when you are stepping away for a moment or when you have a specific question that you don't want to lose.
- Please be patient as Darst Center staff or moderators assign participants to breakout rooms, and take that transition time as a moment to pause and be intentional about listening and bringing your full self to the next conversation.
- With the extra time it takes for our words to travel to other participants, we must be mindful to allow for some awkward moments, some misunderstandings, and some repeated statements. That's all okay. We appreciate your patience as we journey together.

I have read the terms and agree to the expectations therein. I am submitting a non-refundable deposit of \$150 for virtual programs to reserve the selected dates, understanding that a cancellation results in the forfeiture of the deposit. Upon completion of services, an invoice for the unpaid balance will be provided. The agreed upon cost for services is as follows: \$11 per person per hour of programming.

NOTE: A guaranteed head count for your reservation must be confirmed at least two weeks prior to the virtual program. We want to ensure adequate numbers of facilitators for small groups and prepare materials accordingly. Any decrease in head count greater than three people from the original number on this contract or made after the two week period will not decrease the final balance. Increases in head count will only be allowed if the desired ratio of facilitators to participants can be maintained. Payment of full balance is expected within one week of reception of the final invoice.

Signature of contact person/organization representative

Date