



## University of Colorado Boulder

CU Conference Services – Division of Student Affairs

December 6, 2022

Dear Mr. Calendine:

The University of Colorado Boulder (CU Boulder) is pleased to provide Boy Scouts of America the following Letter of Intent outlining proposed facilities, services, terms, and conditions for CU Boulder to serve as a residential host site for the **2024 National Order of the Arrow Conference (NOAC 2024)**. This letter provides an overview of the services we can offer NOAC 2024 over the program dates of **July 29 to Aug 3, 2024**. The information in this letter is provided for planning purposes only and is not binding on either party. When the parties desire to confirm these details, CU Boulder will execute a formal contract both parties will sign.

All groups hosted at CU Boulder through CU Conference Services (CUCS) must align with the University's mission of education and provide the following:

- Certificate of Liability Insurance with a minimum general aggregate coverage of \$2M as well as other minimum coverages as applicable (at time of contract).
- A standard *non-refundable* pre-payment of 10% of the quoted total (at time of contract).
  - Other Prepayments collected in advance will be applied to your final invoice.
- A copy of your event schedule (draft or previous year's schedule acceptable).
- Meet campus requirements regarding the safety of minors, including but not limited to counselors/staff must be 21 or older, have 1:10 staff/youth ratio, and no youth in buildings for adult programs.
- Contract will include standard terms for Child Protection, Indemnification, Force Majeure, and Public Health acknowledgement.

For more information, please visit <https://www.colorado.edu/conferenceservices/about-us/campus-policies>.

Upon meeting the above requirements and agreement of final terms and conditions, a Senior Conference Manager will be assigned who will issue a contract in the Fall 2023 and work with Boy Scouts of America to execute the services within the contract on behalf of NOAC 2024.

<sup>DS</sup>  
Handwritten initials 'SMC' in black ink, with a small 'DS' above them.

Letter of Intent Initials

### **Off-Campus Lodging:**

CUCS can negotiate courtesy or contracted blocks with local hotel partners. All hotel contracts will be issued and executed by a CUCS Conference Coordinator once a contract is signed. Current local rates for your dates are:

- Hotel 1: Embassy Suites by Hilton, up to 100 rooms per night at \$249.00 plus tax (3% annual escalator).
- Hotel 2: Hilton Garden Inn, up to 100 rooms per night at \$229.00 plus tax (3% annual escalator).
- Hotel 3: Homewood Suites, up to 25 king one-bedroom suites at \$229.00 plus tax and up 10 double one-bedroom suites at \$249.00 plus tax.
- Hotel 4: St Julien Hotel, ROH at \$399.00 plus tax

- Hotel 5: Comfort Inn and Suites, up to 45 doubles & 35 kings at \$209 plus tax
- Hotel 6: Courtyard by Marriott, 50 rooms at \$219.00 plus tax
- Hotel 7: Residence Inn Center Green, 30 Studio Suites at \$229.00 plus tax
- Hotel 8: Hampton Inn and Suites, 20 King Rooms and 30 Doubles at \$269.00 plus tax

Note: Additional hotel blocks can be arranged in the surrounding communities, including Broomfield, Westminster and Longmont. Some Boulder Hotels are unable to determine rates and availability for the 2024 conference dates at this time.

**On-Campus Lodging and Dining Rates**

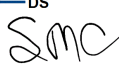
- Rates listed for campus lodging and dining facility meals are anticipated for NOAC dates in 2024. With rising inflation, labor and higher than normal supply chain costs, CU Boulder is no longer able to freeze current year rates. Conference Services is, however, committed to offer to groups in NOAC’s business category the following:
  - Lodging rates utilizing CU Student academic year rates.
  - Meal rates in Campus Dining Services (CDS) dining facilities at Prime, which is cost of goods plus labor.
- Other than the lodging and dining anticipated 2024 rates, all rates listed below are 2022 rates and should be expected to increase 5% annually unless stated otherwise.

**On-Campus Lodging:**

CUCS is expected to provide the below nightly rate for participants staying in our Residence Halls based on business category 1 rates and 6,000 nightly attendees. Housing packages will be based on your main program dates of July 29 to August 3, 2024.

Lodging Item	Anticipated 2024 Rates
Double sharing a community bath	\$34.50/person/night plus tax
Linen Packet	\$35 per person plus tax

- A linen packet includes 1 set of sheets, 2 towels, 1 washcloth, 1 pillow, and 1 pillowcase. A blanket is provided in air-conditioned residence halls and available upon request in non-air-conditioned halls. The linen packet is for the duration of the event (no daily linen changes). For an additional fee, linen packets can be exchanged during the program and/or guest beds made prior to guest arrival. Coin operated laundry facilities are available in each residence hall for use.
- All rooms are furnished with extra-long twin bed(s), a dresser(s), bookcase(s), desk(s), closet(s), and a micro-fridge (Microwave, refrigerator, and freezer). Housekeeping is provided in community restrooms and public areas. All rooms are non-smoking as part of a smoke free campus.
- Beds are at a standard height of 35”. Beds will only be lowered with documented ADA needs.

<sup>DS</sup>  
  
 Lodging Initials

**Dining:**

Meals in our award-winning CDS dining facilities are anticipated for 2024 at \$11.50 plus tax per meal based on business category 1, regardless of breakfast, lunch/brunch, or dinner. Brunch and dinner are served on weekends. CU’s dining centers identify and label the top eight common allergens and can provide vegan, vegetarian, Halal and Kosher options. For commuters staying off-campus, a one-time \$5.00 commuter processing fee per person will be charged.

Meals to be provided based on the schedule below:

<b>Date:</b>	<b>Meals:</b>	<b>Notes:</b>
Tue, Jul 23 – Staff arrivals begin	Dinner (staff)	Staff arrivals begin
Wed-Sun, Jul 24-28	Breakfast, Lunch & Dinner (staff)	Majority of staff arrive on Sun (1,200 staff total)
Mon, Jul 29	Breakfast & Lunch (staff)	
Mon, Jul 29 – Delegate arrivals	Dinner	
Tue, Jul 30	Breakfast, Lunch & Dinner	
Wed, Jul 31	Breakfast, Lunch & Dinner	
Thu, Aug 1	Breakfast, Lunch & Dinner	
Fri, Aug 2	Continental Breakfast (late start) & Dinner	Catered BBQ Lunch at Conference Festival
Sat, Aug 3	Continental Breakfast	

**Catering:**

CUCS will contract with the appropriate caterer for the chosen venue(s) for catered events. Below are estimates for Campus Dining Services (CDS), our on-campus caterer. CDS menus can be found online at <https://www.colorado.edu/eventsplanning/catering>. Space rental fees, staffing, equipment, audio-visual, and delivery charges are not included in the online menu pricing (please see their policies link for more information). Events outside of standard business hours and/or with alcohol will incur building and security charges. CDS determines staffing for each event.

Campus Dining Services Pricing (prices subject to change)

Does not include staffing, basic equipment, facility fees, or other applicable charges.

- Breakfast - Continental: \$10.00-\$15.00 per person / Full: \$16.00-\$19.00 per person
- Break – Beverage Only: \$3.50-\$5.00 per person / Beverage and Snack: \$6.00-\$8.50 per person
- Lunch – Buffet: \$15.00-\$20.00 per person
- Dinner – Buffet: \$20.00-\$35.00 per person / Plated: \$28.00-\$43.00 per person
- Reception – Heavy Hors D’oeuvres: \$20.00-\$35.00 per person
- Alcohol: \$5.00 to \$8.00 per drink (cash or hosted bar – cash bar minimum required)\*
- Alcohol Setup Fee: \$4.00 per person
- Delivery Charges: \$20/delivery (outside of UMC, on campus)

\*Food is required at all alcohol events

For catered events at Folsom Field (the Byron White Stadium Club, Rooftop Terrace and Lounge, Champions Club, or Touchdown Club) space rental fees (\$2,000-\$5,000 for up to 5 hours) apply. Levy Restaurants is the contracted caterer, with menu and pricing similar to hotels: <http://folsomfieldevents.com>. Below are current pricing estimates.

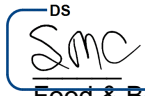
Buff Hospitality - Levy Restaurants Pricing (prices subject to change)

Rates do not include facility fees, catering staff (servers/bartenders) A/V, equipment, service charge (21%) or other applicable charges.

- Breakfast - Continental: \$14.00 - \$26.00, per person / Full: \$33.00 - \$47.00, per person
- Break – Beverage Only: \$3.50 per serving / Beverage and Snack: \$7.00 - \$10.00 per serving
- Lunch – Salads: \$22.00 - \$34.00 per person / Boxed: \$27.00 - \$35.00 per person
- Lunch/Dinner – Buffet: \$30.00 - \$48.00 per person / Plated: \$50.00 - \$65.00 per person
- Reception – \$40.00 - \$60.00 per (depends on menu selection)
- Alcohol: \$7.00- \$10.00 per drink (cash bar minimums may be required)

**Alcohol**

For conference events with alcohol on campus, CU Conference Services must be the sole contractor. All groups will be required to comply with prevailing state rules and regulations. Security (up to \$1,500+) and food are required at each event.



Food & Beverage Initials

### **Meeting Space:**

The below meeting spaces, campus facilities and fields are currently available. All academic classrooms and lecture halls will be assigned once classes have been determined in the fall 2023. Meeting space location is subject to change based on availability. Most residence hall and academic meeting spaces include built-in AV (projector and screen) and a standard room setup. Rates may vary in departmentally controlled academic meeting spaces. Additional AV, setup fees, and technical costs may apply.

Meeting space in the student union (University Memorial Center-UMC) and Folsom Field are subject to A/V, equipment, labor, and room set up fees. Building security charges apply outside of standard business hours and on weekends.

Conference Room	Start	End	Capacity / SF	Purpose	Facility Rates
UMC Multipurpose Room 235	Sun-Jul-28	Sun-Jul-28	150 Banquet Style	Nat'l Committee Dinner	\$440/day
Folsom Field Byron White Stadium Club – North & South	Tue-Jul-30	Tue-Jul-30	600 Banquet Style	Nat'l Recognition Dinner	\$5,000 per 5-hour event
Folsom Field Touchdown Club	Tue-Jul-30	Thu-Aug-1	300 Banquet Style	2x Very Important Arrowman Lunches	\$2,500 per 5-hour event
Folsom Field Byron White Stadium Club - South	Wed-Jul-31	Wed-Jul-31	300 Banquet Style	Section Officer / Adviser Dinner	\$2,500 per 5-hour event
UMC Multipurpose Room 235	Wed-Jul-31	Wed-Jul-31	150 Banquet Style	Professional Scouters Lunch	\$440/day
UMC Multipurpose Room 235	Thu-Aug-1	Thu-Aug-1	150 Banquet Style	Goodman Society Dinner	\$440/day
UMC Rooms 289-287-285	Fri-Jul-26	Sat-Aug-3	80 Banquet Style (combined)	TBD	\$350/day
UMC Rooms 245	Fri-Jul-26	Sat-Aug-3	14+ Board Room	TBD	\$250/day
UMC Rooms 247	Fri-Jul-26	Sat-Aug-3	42 Classroom Style	TBD	\$260/day
UMC Rooms 382-384-386	Fri-Jul-26	Sat-Aug-3	40 Theater Style each	TBD	\$315/day (combined)
UMC Rooms 415-417	Fri-Jul-26	Sat-Aug-3	80 Theater Style (combined)	TBD	\$210/day (combined)
UMC Room 425	Fri-Jul-26	Sat-Aug-3	14+ Conference Style	TBD	\$205/day
UMC Glenn Miller Ballroom – all sections	Fri-Jul-26	Sat-Aug-3	9,279 SF	Trading Post	\$965/day
130 Academic Classrooms - TBD	Sun-Jul-28	Thu-Aug-1	Various	Classes	\$1.50/person/day
Kittredge Multipurpose Room – all 4 sections	Fri-Jul-26	Sat-Aug-3	70 Theater Style per section	TBD	\$720/day (combined)
37 Folsom Stadium Suites	Thu-Jul-25	Sat-Aug-3	34 Singles, 2 Doubles & 1 Triple Suite	Office Space	\$15,000 for all 37 suites for 10-day period
CU Events Center (non-airconditioned)	Thu-Jul-25	Sat-Aug-3	Seating Capacity 11,000+	Plenary Events	\$120,000 for 10-day rental period*

Macky Auditorium	Sun-Jul-28	Thu-Aug-1	Seating Capacity 1,300 (lower level)	Staff Show & Large Training Sessions	\$1,200 per day (lower level)**
Student Rec Center (Athletic Facilities)	Mon-Jul-29	Fri-Aug-2	Various	Courts, Pools, Ice Rink, Studios, Workout Equipment & Playing Fields	TBD
Farrand Field	Fri-Aug-2	Fri-Aug-2	85,500 SF	Conference Festival	\$1500 per day
Williams Village Fields & Surrounding Lawn Area	Fri-Jul-26	Fri-Aug-2	98,550 SF (field only) + Lawn Area	Experience – Outdoor Exhibitions	\$2,050 per day
Williams Village Challenge Course	Fri-Jul-26	Fri-Aug-2		Experience - Outdoor	TBD
Williams Village Multipurpose Room/Breakout Rooms/Pre-function Area	Fri-Jul 26	Fri-Aug-2	6,000 SF +	Experience – Indoor Exhibits	\$915 per day
Turf Indoor Gym – Student Rec Center	Fri-Jul-26	Fri-Aug-2	13,365 SF	OA Museum	\$900 per day
Lower Courts (3 courts combined) – Student Rec Center	Mon-Jul-29	Fri-Aug-2	19,650 SF	Patch Trading Venue	\$2,160 per day
Sewall Field	Thu, Aug 1	Thu, Aug 1	59,000 SF	Region Gathering Site #1	\$900 per day
Business Field	Thu, Aug 1	Thu, Aug 1	53,625 SF	Region Gathering Site #2	\$1,800 per day

*\*CU Events Center:*

1. Rental fee includes floor covering, house stage and approx. 650 chairs on the floor (changing that configuration during the week would incur additional expense).
2. Police, Security and House Staff- Anticipate \$15k on the days with event programming in the events center.
3. Cleaning Costs- \$2,500 on the days with event programming in the events center.
4. Medical- \$1,000 on the days with event programming in the events center.

*\*\*Macky Auditorium – rental fee does not include:*

- Setup day: \$675
- Admin/Maintenance Fee: \$520/day
- All variable costs, including Staffing, AV & Production Fees

DS  
SMC

Meeting Space Initials

**Conference Management Fee (CMF):**

The conference management fee includes a charge for the time spent by CUCS staff to deliver upon the goods and services requested and provide logistical support and oversight to the coordinated details of the event. The CMF quoted, **\$60,000**, is based on the current scope of services provided by CUCS. Should additional services be included, the CMF may increase. The CMF includes:

- Providing conference/event budget development support.
- Scheduling and monitoring meeting room/event space.
- Scheduling and monitoring catered functions and special events.
- Organizing and coordinating events with alcohol.
- Arranging lodging & dining with the University.

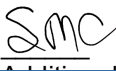
- Arranging off-campus accommodations and hotel events.
- Organizing and coordinating audiovisual equipment and vendors.
- Organizing and coordinating outside or field equipment vendors.
- Arranging with vendors for design and production of publications and signage.
- Facilitating parking and transportation needs.
- Scheduling or arranging use of recreational facilities.
- Arranging event security and event staffing.
- Ensuring all appropriate event paperwork is completed and University policies are fully met.
- Overseeing event logistics and management of campus partner services.
- Provide oversight and management of conference financials.
- Preparation and review of final billing and invoicing to Event Sponsor.

**Conference Assistant (CA) Fee:**

Conference Assistants assist the coordinator in organizing and carrying out the contracted services both pre-conference and on-site. CA needs are determined by the coordinator when creating the conference budget and are based on the size of the group and the conference’s length and complexity. Conference Assistant fees are \$25/hour (e.g., 20, 40 or 80 hours per assistant).

**Summary of Additional Fees**

Summary of Additional Fees	
Conference Management Fee	ESTIMATED CMF: \$60,000
Conference Assistant Fee	\$25/hour, hours determined by Coordinator

<sup>DS</sup>  


Additional Fee Initials

**Transportation:**

Bus charters utilizing University vehicles are available and can be booked through CU Conference Services. There is a 3-hour minimum that includes up to a 1-hour set up and 1-hour tear down (per state regulations). Visit <https://www.colorado.edu/pts/university-vehicles/bus-charters> for more information.

Airport shuttle service to and from Denver International Airport is available from the following service providers:

- Eight Black (shared-ride black car shuttle service): <https://eightblack.com>. For charter arrangements, contact Paula Martin, Account Director at 303-521-9775 or [paula@eightblack.com](mailto:paula@eightblack.com).
- RTD Skyride Bus Service Route AB/AB1: Boulder / Denver Airport: <https://rtd-denver.com/app/route/AB/schedule>.

**Parking:**

All parking on the CU campus is virtual rather than by permit. Parking can be handled by contacting Parking Services up to 6 months prior to the event. Visit: <https://www.colorado.edu/pts/parking-request-special-event-planning>.

**GAIR (General Administrative Infrastructure Recharge Fee):**

GAIR is a percentage (FY2023 – 8.19%, adjusted annually) charged to campus departments on expenses secured for the conference by CU Conference Services outside of the Housing & Dining Services department. This fee covers costs incurred by the Finance Office in processing the required paperwork and payments for

these expenses. Field space, transportation, some meeting spaces (including related catering, AV, labor and equipment) are subject to GAIR.

**Tax-Exemption:**

Only organizations exempt from taxes in the State of Colorado can receive tax-exempt status and must make payment for the conference through the tax-exempt organization. Individual persons (pay-own or paying a registration fee) are not tax-exempt in the State of Colorado. See <https://bouldercolorado.gov/finance/tax-rates-3> for current accommodation and food service tax rates.

**Mail, Packages and Shipping Services:**

Mail, package holding, delivery and printing services must be coordinated with campus UPS Stores. The UPS Store is capable of handling mailing and shipping services (pre-event, event & post-event) delivery and printing needs as well as providing additional services. Charges for services will apply.

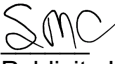
**Sustainability Conferences:**

We encourage all conference planners and attendees to join us in the efficient use of resources when convening at CU Boulder. Our Green Meeting Checklist provides out-of-the-ordinary green programming ideas to reducing carbon, energy, and water use. For details, check out our website at: <https://www.colorado.edu/conferenceservices/about/sustainable-conferences>. To find out more about all the sustainability operations, engagement, and legacy that CU Boulder is involved in, please visit the Sustainability website at: <https://www.colorado.edu/sustainability/>.

**Publicity Authorization:**

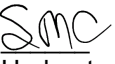
Boy Scouts of America shall provide the CU Boulder with a copy of any promotional materials describing facilities, services, or rates for approval prior to publication. CU Boulder will not be responsible for, or honor any information, which has not been approved prior to publication.

Boy Scouts of America will not use CU Boulders name, logo, marks or branding standards in any brochures, mailers, websites, or any other promotional materials in a manner which indicates that the CU Boulder is a sponsor/co-sponsor or in any way affiliated with Boy Scouts of America. The name may only be used for reference to event location. Boy Scouts of Amercia may not use CU Boulder logo, marks or branding standards under any circumstance unless it obtains express written permission in advance from CU Boulder.

<sup>DS</sup>  
  
Publicity Initials

**Rates:**


All rates quoted above, other than lodging and dining anticipated 2024 rates are 2022 rates and should be expected to increase 5% or more annually unless stated otherwise. The assigned Senior Conference Manager will determine the final budget. Rates in this proposal serve as a tool for estimating the expenses that will be incurred for your conference and aid you in determining if you would like to utilize CUCS' services. For additional information, please visit our website at <https://www.colorado.edu/conferenceservices/>.

<sup>DS</sup>  
  
Understanding of Quoted Rates Initials

Thank you choosing CU Boulder as residential host for NOAC 2024! This letter of intent is not a binding agreement. The letter is acceptance and agreement to proceed to contract.

**For Boy Scouts of America:**


DocuSigned by:

 \_\_\_\_\_ Date: 12/7/2022

Shane Calendine  
Vice President Council Operations  
Boy Scouts of America

**For the University of Colorado Boulder:**

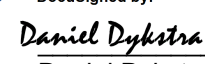
DocuSigned by:

 \_\_\_\_\_ Date: 12/15/2022

Andrea Zelinko  
Associate Vice Chancellor Student Affairs  
University of Colorado Boulder

**For the University of Colorado Boulder:**

DocuSigned by:

 \_\_\_\_\_ Date: 12/12/2022

Daniel Dykstra  
Director, CU Conference Services  
University of Colorado Boulder