

Memorandum of Understanding between
The University Center of Greenville
And
The Upstate South Carolina Chapter of the American Society for Training and Development
May 24, 2012

Both the University Center of Greenville (UCGreenville) and the Upstate South Carolina Chapter of the American Society for Training and Development (Upstate SC ASTD) desire to provide each other services. Those services, as outlined below, shall be for a period of 18 months followed by a review with an option to renew.

UCGreenville will provide to Upstate SC ASTD:

- A furnished office preferably containing a desk, desk chair, minimum of two (2) side chairs, phone, Wi-Fi connection, filing cabinet, and a shelf located at the 225 South Pleasantburg Drive property.
- A computer workstation with virus protection and a monitor. It is to be connected to the UCG high speed, color/BW printer as well as to the UCG networks (in-house, Commodity Internet, and Internet 2).
- Three keys to the office including additional three keys if office is located within another area that requires key for entrance.
- Provide access to UCGreenville-owned amenities such as phone service, copier, fax machine, and a mailbox.
- A branded Upstate SC ASTD presence at UCGreenville via:
 - Upstate SC ASTD signage on the office door. If UCGreenville completes this, Upstate SC ASTD to approve cost estimate before execution.
 - If office door is located within another area not visible to “commons area,” include Upstate SC ASTD name and logo on entrance signage. If UCGreenville completes this, Upstate SC ASTD to approve cost estimate before execution.
 - Banner space with banner installation included in the “commons area” where Upstate SC ASTD may produce its banner (following any UCGreenville-required banner specifications) and provide to UCGreenville for installation.
- Use of the UCGreenville Boardroom, classroom and/ or auditorium at least two (2) times per month for chapter-sponsored events and Board meetings. Upstate SC ASTD understands that reservations for these spaces are subject to availability and are to be made through the Coordinator of Operations.
- Occasional use of classroom(s) or “commons area” for a longer chapter-sponsored workshop, conference, and/or Employee Learning Week special event, as needed, with UCGreenville’s approval. Upstate SC ASTD understands that reservations for these spaces are subject to availability and are to be made through the Coordinator of Operations.

- Access to the computer lab for board and/or committee member training on chapter's computer software. Upstate SC ASTD understands that reservations for the computer lab is subject to availability and are to be made through the Coordinator of Operations.

Upstate SC ASTD will provide to UCGreenville:

- "Chapter Host" sponsorship status.
- Banner recognition on the <http://upstatesc.astd.org> website home page.
- A listing in the "vendor directory" on the chapter's website. UCGreenville to provide text.
- UCGreenville logo on outgoing emails and newsletters to contact and member lists.
- Additional public relation opportunities are inherent in the use of and branded presence in UCGreenville space as the location is mentioned in all media relations and other activities to promote chapter-sponsored events as well as to create chapter brand awareness in targeted communities.
- One (1) membership with no meeting fees. This member may be designated by UCGreenville as the "Sponsor Representative." When attending any chapter-sponsored event, member is to register using the chapter's reservation system. Occasional guest(s) may accompany the member at no charge upon approval of Upstate SC ASTD.
- Display opportunity at each chapter-sponsored event occurring at the 225 South Pleasantburg Drive property. UCGreenville to provide all display materials to be used for this purpose.
- Five (5) times during this agreement UCGreenville will be given the opportunity to address (up to five minutes in length) the attendees at any chapter-sponsored event.
- One (1) opportunity during this agreement to be featured speaker at a chapter-sponsored event.
- The opportunity to promote UCGreenville-appropriate events through the Upstate SC ASTD newsletter and/or email blast system. Upstate SC ASTD reserves the right to determine what events are appropriate or inappropriate.

Cancellation:

This MOU can be cancelled with or without cause by six months notice in writing by either party to the other.

Signed by:

Betty Parker Ellis
Upstate SC ASTD Chapter President

David A. Taylor
President & Chief Operating Officer, UCGreenville