



## HOST CONTRACT

Effective April 1, 2020, Linn-Mar Community Schools (“Host”) and Marzano Resources, LLC (“Marzano Resources”) agree that Marzano Resources will provide an Associate to disseminate information to Host in exchange for \$6,500.00 (USD). The parties agree as follows:

1. **Services:** Marzano Resources agrees to provide a speaker, Shelley Gies (“Associate”), to disseminate information for Host on the topic of *High Reliability Schools Certification: Level 1* on May 18, 2020.
2. **Compensation:** Host will pay Marzano Resources a total contract amount of \$6,500.00 (USD). Host will provide a purchase order for the total contract amount immediately upon entering the contract. Host will pay Marzano Resources a non-refundable deposit of 20% of the total contract amount, \$1,300.00 (USD), which will be applied toward payment of the total contract amount and invoiced immediately upon executing this Contract. The remaining contract balance of \$5,200.00 (USD) will be invoiced upon completion of the services. All payments are due net 30 days from date of invoice. All late payments are subject to a Finance Charge of 1.5% monthly.
3. **Travel Arrangements and Expenses:** The total contract amount includes all travel, lodging, and other incidental expenses incurred by Associate.
4. **Intellectual Property:** Host acknowledges that Marzano Resources or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with the services performed under this Agreement, and that no materials will be developed specifically for Host. Marzano Resources or Associate shall retain all copyrights owned prior to entering this Agreement, and Host may not reproduce any materials not designated reproducible without the express written permission of Marzano Resources. Host is responsible for the reproduction of all handouts and other print materials related to the services, and Host will notify the Associate directly of any deadlines for reproduction.
5. **Audio/Video Equipment:** Host will provide audio/video equipment and technical support for the sessions.
6. **Recording of Presentation:** All audio and video recording is prohibited.
7. **Confidentiality:** Marzano Resources will keep confidential any information or data not generally known to the public it encounters in performing under this Contract. Marzano Resources will require any subcontractors it may hire to keep such data confidential, and proof thereof will be made available upon Host’s request.
8. **Termination:** If Host terminates this Contract within 90 days of the workshop for any reason but Force Majeure, Host shall reimburse Marzano Resources for any reasonable business expenses incurred in anticipation of performance of this Contract that exceed the amount of the deposit. Marzano Resources may terminate this Contract if Marzano Resources has not received a purchase order within 30 days of the effective date of this Contract.
9. **Force Majeure:** If events beyond the parties’ control, such as acts of God, disaster, war, curtailment or interruption of transportation facilities, acts of terrorism, State Department or other governmental or international agency travel advisory, civil disturbance, interruption or cessation of electrical power, strikes, disease, epidemic, or any other cause beyond the parties’ control which makes it impossible for to perform

under this Contract, then Marzano Resources agrees to offer services at a later date, provided such can be rescheduled with Host. Marzano Resources shall have an affirmative duty to notify Host immediately of any circumstance or event that will prevent Marzano Resources from performing under this Contract.

- 10. Indemnity:** Marzano Resources shall indemnify and hold harmless Host from any and all claims, actions, costs, or liabilities arising from Marzano Resources' negligent acts or omissions during the course of performance under this Contract, except those resulting from Host's negligence.
- 11. Notices:** All notices to be given under this Contract shall be sent by certified mail to Marzano Resources, LLC, 555 N. Morton St., Bloomington, Indiana 47404, and to Linn-Mar Community Schools, 2999 N. 10th Street, or to such address as may be given by either party in writing. Notice shall be deemed given on the date of mailing.
- 12. Governing Law/Venue:** This Contract shall be deemed to have been made in the State of Indiana and shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Indiana, without regard to conflict of laws principles. Judicial proceedings regarding any matter arising under the terms of this Contract shall be brought solely in the federal or local courts of the State of Indiana.
- 13. Nature of Contract:** Host is engaging Marzano Resources' services as an independent contractor, and nothing in this Contract shall be construed as an agreement for employment. This Contract is non-exclusive, and Marzano Resources may enter into contracts with other parties for professional services similar to those set forth in this Contract.
- 14. Entire Contract:** This Contract and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Contract shall be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder shall not constitute a waiver of any provision of this Contract or of any subsequent default or breach of the same or a different kind.

This Contract is acknowledged and accepted by Host and Marzano Resources:

_____	_____	_____	_____
Shannon Bisgard	Date	Megan Schutz	Date
Superintendent		Professional Development Manager	
Linn-Mar Community Schools		Marzano Resources, LLC	

**CONTACT INFORMATION**

Please fax (866-868-5478) OR scan and email the signed contract, including this page, the PO, and the completed workshop specifications sheet directly to your Marzano Resources representative.

[megan.schutz@marzanosresources.com](mailto:megan.schutz@marzanosresources.com)

Payments, including deposit checks, should be mailed directly to the Business Office:

**Marzano Resources, LLC  
ATTN: Accounts Receivable  
555 North Morton St.  
Bloomington, IN 47404**

**Please provide the following information in both sections:**

**Who will be the contact person for the work?**

Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Who will receive and pay the invoices?**

Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Shipping Information (required for resource delivery)**

Shipping Contact: \_\_\_\_\_  
Shipping Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Delivery Date: \_\_\_\_\_  
Delivery Times: \_\_\_\_\_  
Choose one:  Do you have a Delivery Dock?  
 Do you have double doors (for pallet)?  
 Do you require inside delivery?

### WORKSHOP SPECIFICATIONS

Please provide the following information about your workshop and return this form to your Marzano Resources rep, along with the signed contract within 90 days of the PD date. The earlier received the better for planning purposes.

Today's Date: March 23, 2020 Marzano Resources Rep: \_\_\_\_\_

#### HOST INFORMATION

<b>Host Organization:</b> Linn-Mar Community Schools	<b>Host Work Phone #:</b> 319-447-3000
<b>Host Name:</b> Nathan Wear	<b>Host Cell Phone #:</b>
<b>Host Position/Title:</b> Associate Superintendent	<b>Host Email Address:</b> nathan.wear@linnmar.k12.ia.us
<b>Resources purchased:</b> <input type="checkbox"/> Yes <b>OR</b> <input type="checkbox"/> No	<b>If resources purchased, list title(s)</b>

Please provide information about recent PD (topic and presenter)

#### PRESENTER/WORKSHOP INFORMATION

<b>Certification Date:</b> May 18, 2020	<b>Speaker:</b> Shelley Gies
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Please complete the information below for as many sites as needed.

Site 1 Name:	Location:	Times:	Notes:
Site 2 Name:	Location:	Times:	Notes:

#### TRAVEL INFORMATION

<b>Nearest Airport:</b>	<b>Distance from Airport to Workshop Site:</b>
<b>Recommended Hotel:</b>	