

CLUB ESTIMATE AGREEMENT

REQUIRED FOR SCHEDULING, MOTORPOOL & PUBLICITY

By signing this agreement, I acknowledge that I have read, understand, and agree to the terms and conditions below.

Responsibilities

On behalf of my club/organization and all parties involved, I agree to:

- Follow all **Central Washington University policies** and all applicable local, state, and federal laws.
- Reserve the estimated funds listed on our club ledger for this expense.
- Submit all required forms, payments, changes, and information to the appropriate CWU office by the stated deadlines.
- Pay all charges listed on the final invoice within **30 days** of receiving the invoice.

Estimated Costs

I understand that the **Club Accounting Expense Form is only an estimate** and does not represent final or guaranteed costs. Actual charges may change based on updates to the event reservation, requested services, or other changes made after this agreement is signed.

Additional Charges

I understand that:

- Missing required deadlines may result in additional charges or a breach of this agreement.
- Providing inaccurate or incomplete information about the event may result in additional charges or denial of future facility and/or vehicle reservations.
- Facilities, vehicles, and equipment are subject to availability.

Collection of Unpaid Charges

In accordance with **RCW 28B.10.293**, Central Washington University reserves the right to assess reasonable late fees, finance charges, and collection costs for unpaid debts.

Club Name: _____ **Date:** _____

Printed Name: _____ **Signature:** _____

Email address: _____