



Video Conferencing Suite Use Agreement

The Little Guy, LLC, dba: Oikos Communications, herein referred to as the company agrees to provide the customer with use of the Video Conferencing Suite located at 1019 Hay St., Fayetteville, NC for a fee of \$_____ per hour for _____ hours.

The following terms and conditions are a part of this agreement:

- 1) Payment may be made by check or via our secured payment site through our website (www.oikcom.net) using a major credit card or debit card, or payment may be made by check. Customers paying by check should make payable to and mail to: *The Little Guy, LLC / PO Box 1094 / Hope Mills, NC 28348*. A returned check fee of \$35 applies as applicable
- 2) Recording capabilities may be available upon request, but will not be included as part of this agreement. A recording of the customer's conference will be assessed an additional charge of \$25 per DVD when provided.
- 3) Suite availability will be scheduled primarily through our web-based scheduling form. A conference can also be scheduled by telephone as needed, however expedited service is granted to those conferences requested online. Scheduling assistance can be obtained if needed by contacting our office during regular business hours. The suite is available during normal business hours from 8:00 a.m. – 5:00 p.m. under this agreement. Use of included conferencing time may be available during these early and late times, however an additional premium of \$50 per hour will be charged for early and late hours calls.
- 4) The equipment used in the suite at this location includes a 1080p High Definition camera, a codec capable of at least 720p HD video and a high definition LCD screen. Sufficient connectivity is also in place to provide all of the resources needed for an HD video conference. However, variables outside of the control of the company or the customer can affect the ability to conduct an HD conference, including but not limited to network traffic, ISP congestion as well as standard definition far end cameras and codecs. As such, conferences that provide true HD resolution are not guaranteed.
- 5) Customer agrees that The Little Guy, LLC or the Fayetteville –Cumberland County Chamber of Commerce will not be held liable for any loss, whether real or inferred that occurs due to use of this suite.

Name: _____ **Company:** _____

Address: _____ **Contact Email:** _____ **Contact Phone#:** _____

Name: _____

Title: _____

Signature: _____

Date: _____