

Residence INN[®]

BY MARRIOTT

GROUP SALES AGREEMENT

Residence Inn Jackson

1248 Eastover Drive, Jackson, MS 39211

Phone: 601-362-8003

Fax: pwells@immhotels.com

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between the **Residence Inn Jackson** (Hotel) and the Group listed below and outlines specific terms, conditions, and services to be provided.

NAME OF EVENT: Mississippi Library Commission

Name: Kayla Sartin
Title:
Street Address: 3881 Eastwood Drive
City, State Postal: Jackson, MS 39211
Phone Number: 601.432.4067
E-mail Address: ksartin@mlc.lib.ms.us

OFFICIAL ARRIVAL DATE: Wednesday, September 10, 2025

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Group agrees that it will be responsible for utilizing, room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

	Occupancy	Wed 09/10/2025		Thu 09/11/2025	
		Rooms	Rate	Rooms	Rate
Studio King: King bed, living area w/sleeper sofa, desk and kitchen	D	23	\$110.00	23	\$110.00

Hotel room rates are subject to applicable occupancy taxes (Enter your property's taxes) in effect at the time of check in. The above rates are based upon single/double occupancy.

Hotel Amenities/ Concessions: In consideration of the entire value and partnership your Group brings to the Hotel, we are pleased to offer the following concessions:

- Group rate is available two days before and after the above-mentioned dates, based on availability.
- Personalized online booking tool for your guests to book their guestroom accommodations.
- Complimentary Fresh Start Breakfast

COMMISSION

Group rates are net non-commissionable.

METHOD OF RESERVATIONS

Reservations must be made by the Cutoff Date through the specialized booking link provided. At which time, the rooms will be released back into general inventory and resold by the hotel. Individual attendees will make reservations directly through the Hotel's Reservation System.

CHECK-IN AND CHECK-OUT:

Check-in time is 3:00PM and checkout time is 12:00PM. The hotel will make every effort to accommodate early arrivals and late checkouts. Requests will be handled on an individual basis and will depend upon the hotel's current availability. For your convenience, baggage can be stored on day of arrival and day of check out.

RESERVATION PROCEDURES

Rooming List

If Individual guests are required to make their own reservations, direct them to call 601-362-8003 and mention the name of the group as Mississippi Library Commission or utilize the customized reservation link that will be provided after contract signature.

If sending rooming list, you must send prior to September 1, 2025 to include arrival/departure dates, guest's name including any share with names, room type, and any necessary comments or requests. A rooming list template can be provided to you upon request.

CODE OF CONDUCT

All hotel guests are required to conduct themselves in a respectful manner. No parties, loud disturbances, noise-nuisances, disorderly conduct, or inappropriate behavior is allowed or tolerated on these premises. In the event of a disturbance, one polite request (warning) will be given. If the hotel's request is not followed, the group will be asked to leave the hotel without a refund and a damage fee will be incurred. Decorations such as glitter, confetti, silly string, etc. are not permitted in any area of the hotel.

BILLING ARRANGEMENTS

The following billing arrangements apply: All reservations will be direct billed to Mississippi Library Commission

TAX EXEMPTIONS

Group is tax exempt

GUEST ROOM MINIMUM

Residence Inn Jackson is relying on, and the group agrees to provide, a minimum of 10 cumulative room nights. Should the group fall below 10 rooms per night, the hotel reserves the right to charge remaining rooms at Best Available Rate after the above listed cut-off date.

SECURITY

The Hotel does not assume responsibility for the damage or loss of any property or merchandise left in the Hotel prior to, during, or following a function. Any special arrangements for the security of exhibits, merchandise, or other property must be made by the group prior to the Event.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any changes, additions, stipulations, or deletions including corrective lining out by either Hotel or the group will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

ALTERNATIVE ACCOMMODATIONS

The Hotel reserves the right to accommodate the group, or any part thereof, in another Hotel of equivalent or better standing as determined in the reasonable judgement of the Hotel for the duration of the group's stay or any part thereof at no extra charge to the guest, regardless of the price of alternative accommodations.

IMPOSSIBILITY OF PERFORMANCE

This agreement will terminate without liability to either party if substantial performance of either party's obligation is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include, but are not limited to, acts of God; acts, regulations, or orders of governmental authorities; fire, flood or explosion; war, disaster, civil disorder in the city in which Hotel is located, terrorist attacks in the city in which Hotel is located, pandemic/epidemic illness (including COVID-19 or any similar health concerns announced by the World Health Organization and/or the Centers for Disease Control and Prevention, curtailment of transportation facilities, or any other emergency making it illegal, or otherwise impossible to provide the facilities of the services or to hold the meeting. Any delay in necessary and essential construction or renovation of the Hotel; strike, lockout, or work stoppage or other restraint of labor, either partial or general from whatever cause.

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies at any time prior to Mississippi Library Commission's execution of this document, the outlined format and dates will be held by the Hotel for Mississippi Library Commission on a first-option basis until August 30, 2025. If Mississippi Library Commission cannot make a commitment prior to that date, the offer will revert to a second option basis or, at the Hotel's option, the arrangements will be released, in which case neither party will have any further obligations. Upon receipt by Hotel of a fully executed version of this Agreement prior to August 30, 2025 or upon Hotel's acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding upon Hotel and **Mississippi Library Commission**.

Hotel and Mississippi Library Commission have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Mississippi Library Commission:

Approved and authorized by Hotel:

By: <u>Jennifer Lena</u>	By: <u>Patrice Wells</u> <small>Patrice Wells (Sep 4, 2025 17:00:33 CDT)</small>
Title: Deputy Executive Director	Title: Area Director of Sales
Dated: Sep 4, 2025	Dated: Sep 4, 2025










Contract FY2026 - Residence Inn - LIB101

Final Audit Report

2025-09-04

Created:	2025-09-04
By:	Bobbie Green (bgreen@mlc.lib.ms.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAa0lev-oDojUD8rF9N-qJ4TuPMFP3hKMS

"Contract FY2026 - Residence Inn - LIB101" History

-  Document created by Bobbie Green (bgreen@mlc.lib.ms.us)
2025-09-04 - 8:37:47 PM GMT
-  Document emailed to pwells@immhotels.com for signature
2025-09-04 - 8:41:08 PM GMT
-  Email viewed by pwells@immhotels.com
2025-09-04 - 9:59:43 PM GMT
-  Signer pwells@immhotels.com entered name at signing as Patrice Wells
2025-09-04 - 10:00:31 PM GMT
-  Document e-signed by Patrice Wells (pwells@immhotels.com)
Signature Date: 2025-09-04 - 10:00:33 PM GMT - Time Source: server
-  Document emailed to Jennifer Lena (jlina@mlc.lib.ms.us) for signature
2025-09-04 - 10:00:34 PM GMT
-  Email viewed by Jennifer Lena (jlina@mlc.lib.ms.us)
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-  Document e-signed by Jennifer Lena (jlina@mlc.lib.ms.us)
Signature Date: 2025-09-04 - 11:20:35 PM GMT - Time Source: server
-  Agreement completed.
2025-09-04 - 11:20:35 PM GMT



Adobe Acrobat Sign

Mississippi Library Commission- Contract Request - FY26 (July 1, 2025 - June 30, 2026)

All initial contract requests and renewals or amendments to contracts must have this form completed.

Date of Request: Tuesday, August 26, 2025

Description of Contract:

This contract is to provide overnight lodging for Librarianship 101 attendees the nights of September 10-12, 2025

Initial Request/Renewing/Amending:

☒ Awarding ☐ Renewing ☐ Amending

Contractor Name: Residence Inn

Contractor Address: 1248 Eastover Dr, Jackson, MS 39211

Total Contract Award: \$5,060.00

Period of Services

Start: Wednesday, September 10, 2025

to **End:** Friday, September 12, 2025

Purpose (attach a detailed scope of work if initial request; if renewal or amending include justification and any cost increases or changes to original scope of work):

Residence Inn will provide overnight lodgings for those attending the Librarianship 101 Institute from September 10-12, 2025 with tax exemption applied. MLC will notify Residence Inn of finalized name and room list and number of required rooms by September 2, 2025.

Analysis Describing Award, Renewal, or Amendment of Contract (include specifications, quotes, and/or scoring criteria if applicable)

This is a hotel able to offer a large number of rooms for us at a government rate, conveniently located within a 5-minute drive from the Mississippi Library Commission.

Type of Contract:

☐ Sole Source ☐ Emergency ☐ Competitive ☒ Other

If selecting "other," provide detailed explanation:

Below statutory threshold

Requested by: Kayla Sartin, CE Coordinator

Kayla Sartin

Deputy Director Approval: *Jennifer Lena*

Administrative Services Approval:

Executive Director Approval (if applicable):

Contracts over \$10,000 require Executive Director's Signature

Approval of this agreement is only the initial step in the contract process. In order to establish a valid contract, a formal agreement will be developed by Business Services and the agreement will be signed by the Contractor and the Mississippi Library Commission.






Lib 101 2025 Hotel CR

Final Audit Report

2025-08-27

Created:	2025-08-27
By:	Kayla Sartin (ksartin@mlc.lib.ms.us)
Status:	Signed
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"Lib 101 2025 Hotel CR" History

-  Document created by Kayla Sartin (ksartin@mlc.lib.ms.us)
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-  Document emailed to Jennifer Lena (jlina@mlc.lib.ms.us) for signature
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-  Email viewed by Jennifer Lena (jlina@mlc.lib.ms.us)
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-  Document e-signed by Jennifer Lena (jlina@mlc.lib.ms.us)
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-  Agreement completed.
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