

Guidelines for Registered Student Organization Contracts

Section 1

CONTRACTS FOR ON CAMPUS ACTIVITIES OF ALL REGISTERED STUDENT ORGANIZATIONS

1. All contracts for on campus activities (University owned and operated facilities) **MUST** be processed through the Student Organization Resource Center (SORC) Business Office.
2. Student Organizations may request a [contract waiver](#) for on campus activities for guest speakers provided:
 - a. The guest speaker does not otherwise require a contract,
 - b. The guest speaker is not being paid for the appearance (by the University or a third party) nor being reimbursed for any travel or other expenses,
 - c. The guest speaker has no restrictions on photography (the Student Organization will have to include proper photography notices at the entrance and inside the reserved space),
 - d. Neither the guest speaker or the Student Organization are recording the event, and
 - e. The guest speaker does not require any special equipment, facilities or additional university resources.
3. Registered Student Organizations need to follow the guidance in [University Policy 04-01-01](#) regarding catering and reservations of University buildings and grounds.
4. In accordance with [Policy 01-03-03](#), only authorized representatives may execute contracts on behalf of the University.
 - a. **Students or Advisors MAY NOT sign any contract on behalf of the University.**
 - b. Unauthorized individuals who sign contracts will assume full responsibility for meeting the terms of the contract including all financial obligations.
 - c. Registered Student Organization contracts for on campus events shall be signed by the Vice Provost and Dean of Students only.
5. Student organizations should use **UNIVERSITY APPROVED** contracts. The contracts are available on the Student Organization Resource Center (SORC) Web site (www.sorc.pitt.edu).
 1. If the contractor (e.g., guest speaker, vendor, or performer) will not use the University approved contract, the contractor's contract is acceptable for consideration subject to University review and modification.
 2. Contracts for hotels, catering, facility rental and transportation are generally provided by the contractor. These contracts are acceptable for consideration subject to University review and modification.
6. **ALL contracts or contract waiver request forms MUST be received by the SORC Business Office at least twenty-one (21) days prior to the event for review and/or approval.**
 - a. Failure to submit the contract/s or contract waivers twenty-one (21) days prior to the activity **MAY RESULT IN POSTPONEMENT OR CANCELLATION OF THE ACTIVITY.**
 - b. Invoices for good and services for which a contract is required will not be paid unless a contract was submitted and approved.
 - c. A [CONTRACT COVER SHEET](#) must accompany each contract.
 - d. If applicable, the contractor's **CERTIFICATE OF LIABILITY INSURANCE** must accompany the contract. [Please refer to the Office of Risk Managements Frequently Asked Questions regarding Insurance requirements in Contracts.](#)
 - i. The Certificate should list the holder as: University of Pittsburgh, Office of Risk Management and Insurance, 1817 Cathedral of Learning, Pittsburgh, PA 15260.
 - ii. The Certificate **MUST** list the University of Pittsburgh as ADDITIONAL INSURED.
 - iii. If the contractor does NOT carry the required commercial liability insurance, it **MUST** be noted in the cover sheet.
 - e. **All Live Performance Contacts exceeding \$5,000 must be accompanied by a brief artist bio and brief description of the student organization's plan to promote the event to gather a substantial audience.**

7. **Students or student organizations who violate the Guidelines on contracting may be subject to disciplinary action.**
 8. **Student Organizations are required to follow all other University policies and procedures regarding activities on campus, including but not limited to the Event Scheduling Guidelines.**
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Section 2

CONTRACTS FOR OFF CAMPUS ACTIVITIES OF REGISTERED STUDENT ORGANIZATIONS WITH INDEPENDENT STATUS

1. The off campus activities of Independent Student Organizations are the sole responsibility of the officers and members of the organization, unless approved in advance in writing by an authorized University official.
 2. ALL contracts related to off campus events hosted by Independent Student Organizations WILL be the sole responsibility of the individuals who sign the contracts for the organization. The University will NOT play any role in the negotiation or execution of the contract, and its staff will NOT offer any advice regarding a specific contract.
 3. All contracts for off campus of activities of Independent Student Organizations must state the following: The parties hereto agree and understand that the University of Pittsburgh is not a party to this contract and that the University of Pittsburgh is not responsible, under any circumstances for performing any obligations of this contract.
 4. Allocated student activity fees approved by the authorizing Student Government may be used to pay for goods and services for off campus activities contracted by representatives of independent student organizations. Contracts should be processed for payment through the SORC Business Office. Contracts may not, however, state nor imply that the University of Pittsburgh is a party to the contract. Payment processing in such instances is merely a ministerial function.
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Section 3

CONTRACTS FOR OFF CAMPUS ACTIVITIES OF REGISTERED STUDENT ORGANIZATIONS WITH SPONSORED STATUS FROM THE OFFICE OF STUDENT AFFAIRS

1. ALL contracts for ALL off campus activities hosted by registered student organizations that are SPONSORED by the Division of Student Affairs (Vice Provost and Dean of Students) shall be processed by their advisor through the SORC Business Office and shall adhere to the contracting policy set forth for ALL on campus activities hosted by ALL registered student organizations.
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Section 4

CONTRACTS FOR OFF CAMPUS ACTIVITIES OF REGISTERED STUDENT ORGANIZATIONS WITH SPONSORED STATUS OUTSIDE OF STUDENT AFFAIRS

1. ALL contracts for ALL off campus activities hosted by registered student organizations that are SPONSORED by Deans and other senior administrators outside of Student Affairs WILL NOT be signed by the Vice Provost and Dean of Students or their designee.
 - a. Student Affairs staff WILL NOT participate in the negotiation and execution of any such contract and WILL NOT offer any advice regarding a specific contract.
 - b. The approving authority that granted sponsored status to the student organization MAY accept the responsibility for the off campus activities of the organizations it sponsors and MAY sign contracts related to off campus activities.
 - c. If the approving authority that granted sponsored status does NOT accept responsibility for the off campus event and does NOT sign the contracts related to the activity, the individual who signs the contract for the

organization will be directly responsible for satisfaction of the terms of the contract, including financial responsibility.

- d. Student activity fees allocated by the authorizing Student Government may be used to pay for goods and services for off campus activities of sponsored student organizations that have not been approved by the recognizing authority. Contracts should be processed for payment through the SORC Business office as a ministerial function.