

CONTRACTS FOR OFF-CAMPUS EVENTS

Fall 2021

We will begin momentarily.

When do you need a contract?

Any time a service is being provided:

- Facilities
- Speakers, bands, musicians, dance groups, comedians, poets
- Coaches, referees
- Sound/light companies, equipment rentals
- Instructional workshops/trainings/lessons
- DJs

CONTRACT PROCESS FOR STUDENT ORGANIZATIONS

Ready?



HOW TO DETERMINE WHAT CONTRACT PAPERWORK YOU NEED

START HERE

Is your event on or off campus?

ON CAMPUS

Use one of the University templates found on the SORC Website.

DO NOT SIGN THE CONTRACT

Be sure to include:

- Contract Cover Sheet
- Contract
- W-9
- Invoice

OFF CAMPUS

Are you a sponsored (S) or independent (I) student organization?

S

Sponsored by Student Affairs (SA) or outside of Student Affairs (OSA)?

SA

Ask the vendor to use the University template, if they will not, use their contract. Turn in with the following*:

- Contract Cover Sheet
- Contract
- W-9
- Invoice

DO NOT SIGN THE CONTRACT

For facility rental, use vendor contract.

I

Use the vendor's contract. Sign the contract and submit to the SORC as a disbursement.

- Be sure to include*:
- Contract Cover Sheet
 - Contract
 - W-9
 - Invoice

OSA

Ask the vendor to use the University template, if they will not, use their contract. Turn in as a disbursement.

For facility rental, use vendor contract.

Be sure to include*:

- Contract
- W-9
- Invoice

DO NOT SIGN THE CONTRACT

*When using an off-campus facility contract, your organization might also be required to submit proof of insurance. The University does not provide insurance for independent organizations.

If you have questions regarding the contract process, email sorc@pitt.edu to set up an appointment with a SORC staff member.

LET'S WALK THROUGH
THE FLOW CHART...



STEP ONE:

Is your event **on campus/virtual** or **off campus?**

STEP TWO: STUDENT ORG STATUS

Is your organization a
sponsored student organization
or
an independent student organization?

STEP THREE: PART A: Independent Orgs

- Contact Anthony Travel (pitt@Anthonytravel.com) for all hotel facility rentals and contracts for room blocks.
- DO NOT USE University templates.
- Sole responsibility of the officers and members of the organization, unless approved in advance in writing by an authorized University official.
- ALL contracts 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. **Students sign these contracts.**

STEP THREE: PART A: Independent Orgs

- Contract/paperwork 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.”
- Allocated student activity fees approved by the authorizing Student Government may be used to pay for goods and services.

STEP THREE: PART A: Independent Orgs

- Off-campus contracts should be processed for payment through the SORC Business Office as DISBURSEMENTS.
- Contracts may not state nor imply that the University of Pittsburgh is a party to the contract. Payment processing in such instances is merely a ministerial function.

STEP THREE: PART B: Sponsored Orgs

Is your organization sponsored by
Student Affairs
or
outside of Student Affairs?

STEP THREE:

Part B1: Student Affairs Sponsored Orgs

Student Affairs Sponsored Organizations

- Processed by your advisor through the SORC.
- Contact Anthony Travel (pitt@Anthonytravel.com) for all hotel facility rentals and contracts for room blocks. For other facilities, use the vendor's contract.
- Follow contracting policy set forth for ALL on campus activities hosted by ALL registered student organizations.
- **DO NOT SIGN THE CONTRACT.**

STEP THREE:

Part B1, Student Affairs Sponsored Organizations

PICK A TEMPLATE:

- Live Performance Agreement
- Event Production Agreement
- DJ Agreement
- Instruction Services Agreement

STEP THREE:

PART B2: Sponsored Orgs, Non-Student Affairs

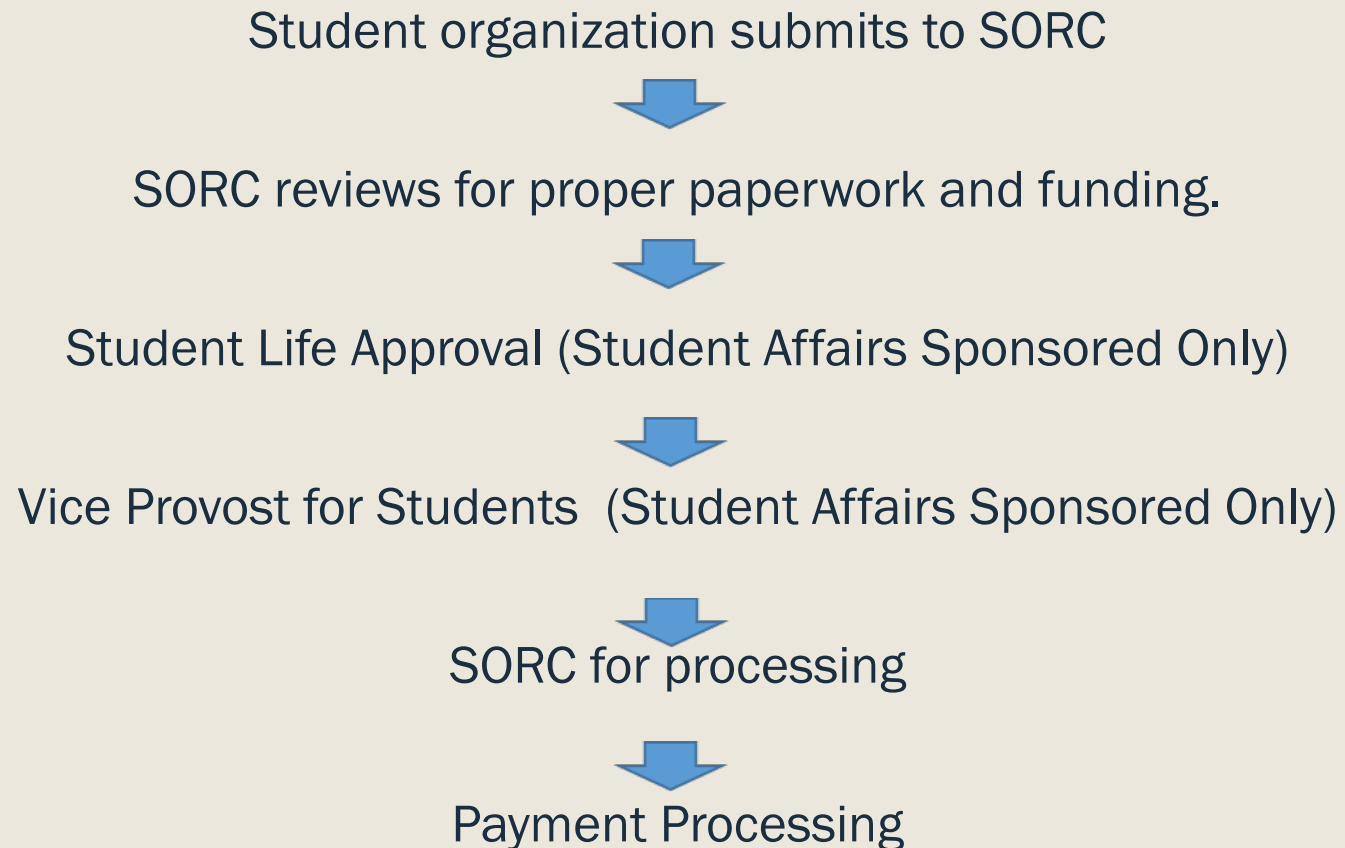
- Contact Anthony Travel (pitt@Anthonytravel.com) for all hotel facility rentals and contracts for room blocks. For other facilities, use the vendor's contract.
- You may use a University template.
- Contracts should be processed for payment through the SORC Business office as a ministerial function. Student Affairs not involved with the negotiation or approval of the contract.
- **DO NOT SIGN THE CONTRACT.**

REQUIRED PAPERWORK FOR ALL CONTRACTS

- Contract
 - *Independent organizations sign their own contract.*
 - *Sponsored Organizations DO NOT sign the contract.*
- Invoice
- W-9
- If alcohol is present at the off-campus location, a letter of approval from the organization's advisor.
- GRADUATE/PROFESSIONAL GROUPS: If alcohol is being served, a Certificate of Liability Insurance (COLI) with:
 - *\$1 million in liquor liability*
 - *Must show the certificate holder as the University of Pittsburgh, 4200 Fifth Avenue, Pgh 15260*

STEP FOUR: SUBMISSION

After you submit all required materials to the SORC, this is what happens...



WHAT QUESTIONS ARE
THERE?



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