

CONTRACTS FOR ON-CAMPUS & VIRTUAL EVENTS

Fall 2021

We will begin momentarily.

When do you need a contract?

Any time a service is being provided:

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

The Contract Waiver

Contract waivers are only used for on-campus SPEAKERS who:

- Are not being paid or reimbursed for any expenses
- Do not require extensive set-up or use of University Resources
- Do not have other special requirements

Waivers are found on the SORC website and are processed through DocuSign. *No waivers are needed for unpaid Pitt Oakland campus faculty, staff or students.

DUE 21-days PRIOR to event.

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: On-Campus/Virtual Events

PICK A TEMPLATE:

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

STEP TWO: On-Campus/Virtual Events

CONTRACT TEMPLATES

- Live Performance Contract (Used for guest speakers, bands, musicians, dance groups, comedians, poets, and other live performers)
- Event Production Agreement (Used for individuals/companies providing services other than entertainers e.g. referees, sound companies, lighting companies, equipment rentals, and other individuals/companies providing services; **ALSO used for 1-time instructional workshops**)

STEP TWO: On-Campus/Virtual Events

- Instruction Services Agreement (Used for individuals providing services for instructional purposes e.g. dance instructors, choreographers, and martial arts demonstrations; these services occur over a length of time)
- DJ Agreement (Used for DJ and Karaoke services)

WHAT TO KNOW: On-Campus/Virtual Events

- MUST be processed through the Student Organization Resource Center (SORC) Business Office.
- Students cannot be reimbursed for expenses in a contract.
- Registered Student Organizations need to follow University policies regarding catering and reservations of University buildings and grounds.

WHAT TO KNOW: On-Campus/Virtual Events

Students or Advisors MAY NOT sign any contract on behalf of the University.

- Unauthorized individuals who sign contracts will assume full responsibility for meeting the terms of the contract including all financial obligations.
- Registered Student Organization contracts for on campus events shall be signed by the Vice Provost for Student Affairs only.

WHAT TO KNOW: On-Campus/Virtual Events

- Student organizations should use UNIVERSITY APPROVED contracts. (www.sorc.pitt.edu).
- *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.*

STEP THREE: On-Campus/Virtual Events

- ALL contracts MUST be received by the SORC at least twenty-one (21) days prior to the event.
 - *Failure to submit on time WILL RESULT IN POSTPONEMENT OR CANCELLATION OF THE ACTIVITY.*
 - *Forms must have been signed by your performer/vendor, student organization business manager, and advisor before they are considered submitted to the SORC.*
 - *If a contract is required, invoice will not be paid unless a contract was submitted and approved.*

STEP THREE: On-Campus/Virtual Events

What to submit with ALL contracts:

- W-9
- Invoice
- Supplier Verification Form
- *NEW* Provider Covenant Form

These can be emailed to lam145@pitt.edu.

STEP THREE: On-Campus/Virtual Events

What to submit with **Event Production Agreements:**

- All forms outlined in the previous slide.
- *The contractor's **CERTIFICATE OF LIABILITY INSURANCE** must accompany the contract.*
 - The Certificate should list the holder as: University of Pittsburgh, Office of Risk Management and Insurance, 1817 Cathedral of Learning, Pittsburgh, PA 15260.
 - The Certificate **MUST** list the University of Pittsburgh as ADDITIONAL INSURED.
 - If the contractor does NOT carry the required commercial liability insurance, you must email lam145@pitt.edu to request an insurance waiver.

STEP THREE: On-Campus/Virtual Events

Required Insurance Coverage:

COVERAGE	LIMITS
a. Workers Compensation	Statutory (unlimited payments)
b. Employers Liability	\$1,000,000 Each Accident \$1,000,000 Disease-Policy Limit \$1,000,000 Disease-Each Employee
c. Commercial General Liability	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$1,000,000 Products/Completed Operations \$1,000,000 Personal & Advertising Injury \$100,000 Fire Damage (any one fire) \$10,000 Medical Expense (any one person)
D. Automobile Liability	\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per Accident. Coverage to include hired car and non-owned automobiles.

STEP THREE: On-Campus/Virtual Events

What to submit with **Instruction Services Agreements**:

- All forms outlined previous slides.
- Clearance paperwork (per instructor), including:
 - FBI Fingerprint Criminal History Clearance
 - Pennsylvania State Police Criminal Record Check
 - Pennsylvania Department of Public Welfare Child Abuse Clearance

STEP THREE: On-Campus/Virtual Events

What to submit with your contract:

IF your Live Performance contract is \$5000.00 or more...

- *Bio of the speaker/performer*
- *Marketing Plan*

On-Campus/Virtual Events

PRACTICE!

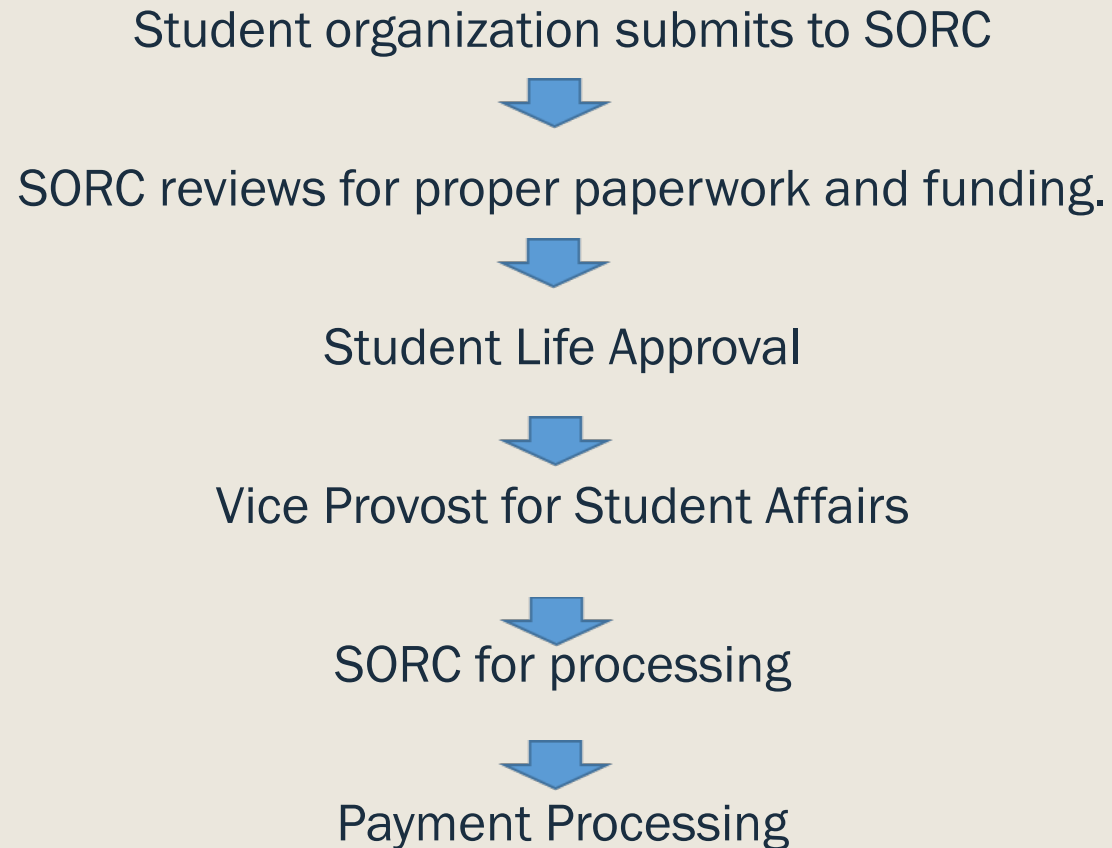
CONTRACT WAIVER

SAMPLE CONTRACT:

- **Live Performance Contract** (Used for guest speakers, bands, musicians, dance groups, comedians, poets, and other live performers)

STEP FOUR: SUBMISSION

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



WHAT QUESTIONS ARE
THERE?



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