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?
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](mailto: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:

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>LIMITS</th>
</tr>
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<tbody>
<tr>
<td>a. Workers Compensation</td>
<td>Statutory (unlimited payments)</td>
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</table>
| 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...

- Student organization submits to SORC
- SORC reviews for proper paperwork and funding.
- Student Life Approval
- Vice Provost for Student Affairs
- SORC for processing
- Payment Processing
WHAT QUESTIONS ARE THERE?
LYNNE MILLER
Coordinator, SORC

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