

Student Organization Contract Policies & Process

When programming on campus and bringing in an outside performer or speaker; or when requesting goods or services from a vendor, you may be asked to enter into a legal contract. (If the group you are working with does not have a standard contract that they use, contact the Office of Campus Activities to see how you should proceed.) The University of Denver policy is that you must be a pre-approved and authorized signer to enter into such an agreement and there are very few individuals at DU who have this written permission. As a student you do not have this authority and you cannot bind the University to an agreement. Should you sign a contract, you will be held personally responsible for the contract and all that it entails and all liability should any legal action be taken or for any payment of services. In an effort to keep you from such situation, we have formalized a process for signing contracts for student run programs. Please keep yourself safe and follow this policy.

Overview of the STEPS for Contract Signing for Student Organizations:

1. You should have already completed the online calendar registration form and have an approved date for your program.
2. Identify whether or not a contract is needed for your program.
3. If you think you will need a contract, please complete the attached Student Organization Contract Checklist and Routing Form and meet with one of the staff members in the Campus Activities Office.
4. Following your meeting, and once all documentation has been submitted, allow a minimum of 15 business days for your contract to be routed, reviewed and signed.
5. If there are concerns with your contract or event, a Campus Activities staff member will notify you via e-mail about those concerns. *Please note that this may delay the signing of your contract.
6. Once all necessary approvals and signatures are in place, you will receive an e-mail that your contract is ready to be picked up in the Campus Life Suite in the Driscoll Student Center-North.

Additional details regarding the steps above:

STEP 1. Effective September 1, 2006, all student organizations MUST submit a calendar registration form for all programs and events. For details on this process, please see the calendar registration page at http://www.du.edu/studentlife/campusactivities/event_registration.html.

STEP 2. Determine whether or not you will be bringing in an outside person for the program. This would include, but is not limited to, having a speaker, paying to show a film, hiring a DJ, ordering catering that is not Sodexo, etc. If you will have a third party vendor, you will most likely have a contract and therefore you will need to go through this process to get your contract signed.

STEP 3. Once you have the contract from the third party vendor you will need to fill out the Student Organization Contract Checklist and Routing Form (below) and set up a meeting with one of the staff members in the Campus Activities Office. At your meeting with the Campus Activities staff member he/she will advise you on the process and review your completed routing form. ***You will need to make sure that you have the contract from the outside vendor and a copy of your completed review form prior to your meeting.***

STEP 4. Following your meeting, and once all documentation has been submitted, allow a minimum of 15 business days for your contract to be routed, reviewed and signed.

STEP 5. If there are concerns with your contract or event, a Campus Activities staff member will notify you via e-mail about those concerns. Some potential concerns may be whether or not your vendor has the right amount of insurance, what kind of legal jargon is in the contract, and what liability that language could put on the University of Denver, etc. *Please note that any additional concerns with your contract(s) may delay your contract being signed past the 15 days noted above. ***It is best to submit your contracts 4-6 weeks in advance and a minimum of 15 business days.***

STEP 6. You will receive e-mail notification that your contract is ready to go and you can begin finalizing your program details.

If you have questions please contact someone in Campus Activities at (303) 871-3111.

Student Organization Contract Checklist

In order to expedite the process please have the answers to the following questions ready:
Before requesting a contract from an outside vendor:

- Is my advisor knowledgeable of the event and has he/she agreed to be there?
- Do we have the funding in our account to cover the expenses of the contract?
(including but not limited to: venue charges, travel expenses, lodging, audiovisual equipment, publicity, food & beverage requests, etc.)
- Have we secured the location for the event as well as submitting any requests for electricity or facilities/grounds needs related to our location?
- Have I received calendar registration approval from the Office of Campus Activities?

When working with the outside vendor:

- Have I informed the vendor that the contract needs to be written with "Colorado Seminary which owns and operates the University of Denver" and not DU, my organization or me?
- Have I requested a Certificate of Insurance naming "Colorado Seminary which owns and operates the University of Denver" as Additional Insured from the vendor?
- Does the vendor have General Liability insurance in the amount of 2 million per occurrence/ 1 million aggregate?

With regard to Event Management:

- Have I considered whether or not Campus Safety needs to be notified and/or present at the event, and if so, have I contacted them? Do I need to contract additional security for the event?
- Have I considered parking needs for the event and contacted Parking and Transportation for permission and/or permits?

I have answered these questions completely and accurately, and to the best of my ability.

Signature of Organization Representative

Date

Student Organization Contract Routing Form

Date Signed Contract is needed: _____

Student Organization responsible: _____

Name of event: _____

Date and Time of Event: _____

Brief Description of the Event: _____

Campus Activities Office Representative

Date

Director of Campus Activities

Date

Campus Activities Office Use Only

Date Sent to General Counsel _____

Delivered by _____

Date Confirmation Received from General Counsel _____

Date Signed by Assoc. Vice Provost _____

Date Student Organization Notified Contract Ready for Pick Up _____

Contract Picked Up by _____

Date Picked Up _____