

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 calendar registration form and have an approved date for your program.
2. Identify if a contract is needed for your program.
3. If you will need a contract, please fill out the Student Organization Contract 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 10 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 your contract being signed.
6. At the completion of the process, 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 Routing Form 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 review 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 10 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 stipulations would that language 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 10 days. It is best to submit your contracts 4-6 weeks in advance and a minimum of 10 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.

In order to expedite the process please have the answers to the following questions ready:

- 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?
- Have I received calendar registration approval from the Office of Campus Activities?
- 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 from the vendor?
 - Have I requested that "Colorado Seminary which owns and operates the University of Denver" be named additionally insured?
 - Does the vendor have General Liability insurance in the amount of 2 million per occurrence/ 2 million aggregate?
- Have I considered if Campus Safety needs to be notified and/or present at the event, and if so, have I contacted them?

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

Signature of Organization Representative

Date

