AMENDED FALL 2013

To: Student Organization Leaders and Advisors

From: Larry Mannolini, Director
Student Programs and Leadership Development

Re: Student Clubs/Organizations and Contracting with Outside Entertainers/Performers

Date: September 6, 2008 – Amended Fall 2013

I wanted to take the time to remind all of you the policies that govern student clubs and organizations and contracting with outside services/performers/entertainers, etc.

When students on your executive boards book, for example, a performer/lecturer or reserve banquet facility or a bus for a trip, etc and receive a contract for these services (and you should always be getting some sort of formal contract when you agree with a performer for receiving their services), these must be forwarded to me for my review and signature and then I send the contracts to Mr. Jeff Bennett, the College’s Acting Vice President and Treasurer/CFO/Controller, for his review and signature. Please note that the simple act of verbally requesting these contracts from a company constitutes a verbal commitment to the service, etc in question and that commitment can be potentially legally binding. It is therefore very important, as part of a sound and thorough event planning process to both secure all of the funding and a venue for your event prior to requesting a contract. We cannot process a contract without being able to verify that all the funds are in place to satisfy the financial requirements of the contract.

Please also note that you are not authorized to sign any of these contracts. They must be submitted upon receipt to me for my review and signature before being sent to the business office for final approval. Once that is done, a final executed copy will be returned to your organization from my office so that group members may use it to fill out the necessary check requests for payment through Jean Wool. Please allow enough extra lead time for the review process so you have enough time to get a check cut in a timely manner. A bare minimum of two to three weeks is recommended. This contract review process is simply a set of checks and balances so that we may ensure that, both your student organization and also the College, has the ability to abide by the terms of the contract. Please share this information with your group.

We also make available for use a set of standardized contracts for such engagements. The first document is called the *Lycoming College Artist Performance Contract*. It is a two-page contract that clubs and organizations may use when contracting with a person or group that doesn’t already have their own contracts to use. The second document is called the *Lycoming College Performance Contract Addendum*. This document will be used as an automatic attachment to all contracts issued to us on behalf of recognized clubs and organizations. It includes a detailed set of standardized terms to add to the protection against typical problems that can arise when contracting the services of an outside performer. Please be aware that your group is responsible for upholding and following through the terms of this and any contract that entered into for services provided. I have attached sample copies of both for your information (web version of this letter has copies of these on the Student Programs webpage entitles Student Club & Organization Policies.)

SEE PAGE 2 BELOW
If you have any questions or concerns about this please do not hesitate to contact me. Please be aware this process of sending such contracts to me only applies to such agreements pertaining to student clubs and organizations. Our Fraternities and Sororities are also exempt.

Supplement: For all contracted items, Lycoming College requires proof of General Liability Insurance in the amount of a minimum of $1,000,000 aggregate coverage. Proof of insurance must be obtained from the company or artist prior to the contract being released back to the organization for processing of payment. In some instances, the company or artist may not carry this insurance or in the minimum amount required. In these cases, we have a special waiver form called the Assumption of Risk in Lieu of Liability Insurance form to provide the company or artist. In order for our office to release the contract back to the sponsoring organization, we must have one of the above mentioned items first. It also means that the company or artist cannot provide the services in the contract without one of these above items. For risk management matters this will be strictly enforced.

If you have any questions at all in regards to these policies, please do not hesitate to contact someone in our office for guidance. Thank you for your help in this and your continued support and dedication you show your groups.

Encl.: Lycoming College Artist Performance Contract – See Student Programs for a Copy upon Request
Lycoming College Performance Contract Addendum- See Student Programs for a Copy upon Request