

Oberlin College & Conservatory

Student Union Guidelines for Contracts

Policy Title: Contract Guidelines

Responsible Position for Policy: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

Office/Department Responsible for Policy: Student Union Office (Wilder 111)

Division Responsible for Policy: Student Life

Original Issue Date: ()

Last Revision Date: (05/28/2020)

Log of Previous Revisions: (02/2020) *(All previous known revision dates)*

I. Policy Purpose: Contracts are required for guests invited to campus by student organization (lecturer, performer, coach, etc.).

II. Policy Statement: Contracts must be written and signed by a member of the Student Activities staff and are required to be completed prior to event to obtain payment. Contracts will not be written after the program or activity has occurred.

III. Policy Scope/Eligibility: Policy applies to all students and Student Organizations and visitors.

IV. Administration: Tina Zwegat - Director of Student Activities & Orientation, Associate Director of the Student Union

V. Procedures: Contracts should be completed at least four weeks in advance of the program or activity. Contracts for coaches are to be written each semester. No coaching should happen prior to completion of the semester contract. Payments can only be made for coaching work occurring after the contract completion date.

I. **Elements of a contract:**

A. Legal name

B. Home street address (may only be a PO Box if the payee is a company/agent)

C. Social Security Number (if payee is a company/agent, this will be an EIN, federal ID number)

D. Sponsoring organization

E. Student contact

F. Date/time/location

G. What is expected of the guest (performance, lecture, screening, question and answer, etc.). If it is a performer Oberlin College will need a tech rider.

H. What Oberlin College is to provide if negotiated into the offer/contract (we do not have to provide any/all – part of negotiation):

1. Professional Fee
 2. Overnight accommodations (it is preferred that we use Hotel at Oberlin – charges can be applied directly to the student organization FOAP)
 3. Money towards travel
 4. Meals (food stipend, meal buyout, meals provided, etc.)
 5. Local ground transportation (from Cleveland Hopkins airport only) – students are discouraged from using personal vehicles.
 6. Tech support (includes elements of providing staff and equipment for sound, lighting, projection, and backline if not available on campus)
- II. The Controller's Office has asked that whenever possible we roll all the elements into one fee (professional fee, travel expenses, meals, etc.).
- III. Coaches who are working daily/weekly may be paid no more than twice a semester. The Controller's Office prefers one payment at the end of the semester.