

Contracts

Updated 2023

A legal agreement may be required for non-Chapman guests who are speaking, performing, facilitating, teaching, advertising or selling a product, providing a service, or otherwise contributing to a student organization on or off campus activity. These contracts often address compensation, liability, risk management, and other legal issues. The university prefers to contract directly with the outside entity, and not with an event planning company or other third-party facilitator.

Chapman University makes the determination on a case-by-case basis, in its sole discretion, whether to proceed with a contract on behalf of a student organization.

Contract Process

Depending on the complexity of the engagement, the contract process may take a significant amount of negotiation and communication - see timeline expectations below. If a contract is required, student organization event planners must reach out to the Student Organizations team to schedule a meeting and identify the next steps. If the Student Organizations team approves the contract, student organization event planners are responsible for drafting the agreement, vetting it through Legal Affairs, Risk Management and, if necessary, Human Resources, and coordinating the completion of the agreement with the off-campus entity. Contracts may ONLY be signed by Chapman's Executive Vice President/ Chief Operating Officer after being submitted through the appropriate channels. **Student organizations CANNOT sign contracts or enter into any verbal contracts on behalf of the University or the student organization.** Once a signed contract is obtained, it must be submitted via email to the Student Organizations team (studentorgs@chapman.edu) to review and forward on to Chapman Legal Affairs.

Do not make any form of payment, in partial or full, until you have an agreement signed by both parties. Doing so puts the organization or member at risk of not having the money reimbursed should the contract not be agreed to by the University.

Student organizations are **not permitted** to advertise, promote, and/or sell tickets for speakers, performers, services, and/or events that do not have fully executed agreements.

A vendor or contractor cannot perform services for a student organization or receive payment until a contract has been properly vetted, approved, and signed by all parties.

Types of Contracts

You may acquire the following templates from your SOA:

- **Speaker/Performer Agreement:** primarily used for non-Chapman individuals who are acting as guest speakers or performers (some exceptions apply)
- **Independent Consultant Agreement:** primarily used for non-Chapman individuals who are providing a service (some exceptions apply)
 - Examples: DJs, photographers, equipment rentals, event setup services, busing, etc.
- **Vendor/Exhibitor Agreement:** primarily used for non-Chapman organizations who are distributing information, selling products, or otherwise soliciting interest in their service/product (some exceptions apply)
- Other agreement templates may be available for special circumstances.
- **Non-Chapman Template Agreements:** Chapman templates should be used for all speakers and service providers. If the party with whom you are contracting requires that you use their agreement, submit it to the Student Organizations team for consideration. The Student Organizations team will review the agreement and determine whether to proceed with the contract. Note: two contracts may not be signed for the same service or event.

Timeline for Contracts

A draft of the contract must be submitted to the Student Organizations team (studentorgs@chapman.edu) for review **prior to the event** by the timeline outlined below.

- **Speaker/Performer Agreement:** 3 weeks before the event
- **Independent Consultant Agreement:** 3 weeks before the event
- **Vendor/Exhibitor Agreement:** 4 weeks before the event
- **Off-Campus Venue Agreements:** 4 weeks before the event
- **Non-Chapman Template Agreements:** 5 weeks before the event

If there are special requirements (artist riders, travel or lodging arrangements, payment exceptions such as deposits or anything that deviates from net-30 terms, etc.) an additional week must be added to the above timeline.

Failure to meet these timeline expectations may result in one or more of the following consequences:

- Non-approval of the contract;
- Cancellation of your event;
- Cancellation of the anticipated work;
- Inability to pay for anticipated work;
- Referral to Student Conduct