[“Simple” Agreement for low risk activities with payments of $5,000 or less]

[See guidance for use: [www.pugetsound.edu/about/offices-services/office-of-finance/contracts/approved-template-agreements/guest-presenterartistmusicianperformerspeaker-template-agreements/](http://www.pugetsound.edu/about/offices-services/office-of-finance/contracts/approved-template-agreements/guest-presenterartistmusicianperformerspeaker-template-agreements/)]

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**Agreement for Guest Presenter/Artist, Musician, Performer, Speaker, or**

**American Sign Language (ASL) Interpreter (“Agreement”)**

The University of Puget Sound (“**Puget Sound**”) and Click and Enter Guest’s Full Name (the “**Guest**”) agree as follows:

1. **Description, Location, and Date of the** Click and Enter Presentation Type or Click Down Arrow and Choose a Presentation Type**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description:** |  | | |
| **Location:** |  | | |
| **Begin Date:** |  | **Completion Date:** |  |
| **Arrival Time:** |  | **Completion Time:** |  |

1. **Description of Services**. The Guest agrees to provide the following services to Puget Sound (the “**Services**”):
   1. The Presentation Type Entered or Selected Above described above.
   2. Click and enter details of other expectations (i.e. classroom visits, meetings with students). Delete if not applicable.
   3. Click and enter details of other expectations (i.e. classroom visits, meetings with students). Delete if not applicable.
   4. Click and enter details of other expectations (i.e. classroom visits, meetings with students). Delete if not applicable.
2. **Payment**. Puget Sound will provide:
   1. A payment of **$**Click and Enter Amount U.S. Dollars made payable to Enter Payable Name if different from Guest Name for completion of the Services (the “Payment”).
   2. Airfare, ground transportation and accommodations as arranged by Puget Sound. *[Remove or insert other expenses to be covered (meals, for example);change wording if Puget Sound will reimburse Guest for expenses rather than make travel arrangements, in which case you may wish to include that expenses must be pre-approved by Puget Sound in writing prior before they are incurred.]*
3. *[Remove if not applicable]* **Publicity;** **Photographs; Sign Language Interpretation**. The Guest authorizes Puget Sound to [*edit, add, or remove items and edit Section title as applicable*]:
   1. Publicize the Presentation Type Entered or Selected Above, including issuing press releases.
   2. Take and use photographs of the Guest and the Presentation Type Entered or Selected Above for publicity and in Puget Sound publications.
   3. Provide sign language interpretation.
   4. Use the Guest’s name, image, likeness and biography in connection with the above rights.
4. *[Remove if not applicable]* **Recordings and Materials**. Puget Sound may record the Guest and the Performance and use materials submitted in connection with the Performance as further described in Attachment A to this Agreement.

1. **Cancelling this Agreement**. This Agreement may be canceled by either party by giving the other party at least Click and Enter # of Days days’ prior written notice of cancellation. If this Agreement is cancelled prior to completion of the Services, no Payment, reimbursement, or other amounts will be due from Puget Sound.
2. **Compliance with Puget Sound Policies**. The Guest agrees to comply with, as applicable, the most current version of Puget Sound’s campus-wide policies available at: <http://www.pugetsound.edu/about/offices-services/human-resources/policies/campus-policies/> (or a successor site designated by Puget Sound). *[If compliance with specific policies should be emphasized, include here. For example: Firearms and controlled substances are prohibited on university property. Alcoholic beverages may not be consumed in most campus facilities without a banquet permit, and the Guest agrees to refrain from consuming alcohol on campus.]*
3. **Force Majeure.** Neither party will be liable for failure to perform any obligation under this Agreement to the extent such failure is caused by a force majeure event (including acts of God, natural disasters, war, civil disturbance, action by governmental entity, strike and other causes beyond the party’s reasonable control).
4. *[Remove if not applicable]* **Release for Loss of Personal Property**. The Guest acknowledges that Puget Sound will not be responsible for any loss to the Guest’s personal property when placed outside of the secured dressing area.
5. **Governing Law**. This Agreement will be governed by, and construed in accordance with, the laws of the State of Washington as applied to contracts performed therein but without reference to its choice of law rules.
6. **Independent Contractor**. The Guest acknowledges that this Agreement will not create the relationship of employer and employee, a partnership, or a joint venture, and that the Guest is responsible for Guest’s own taxes, including income and self-employment taxes, if applicable.
7. **Entire Agreement**. This Agreement, including any attachments attached to this Agreement, contains the entire understanding of the parties with respect to the subject matter of this Agreement, supersedes all prior and contemporaneous agreements or negotiations between the Guest and Puget Sound concerning the subject matter of this Agreement, and cannot be amended except by a writing dated subsequent to this Agreement and signed by both parties. This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which will constitute one and the same instrument.
8. **Contact Information**. The following contact information will be used for communications and notices related to this Agreement, including payment.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| To Puget Sound: | |  | To the Guest: | |
| Contact Name: | Click and Enter Attn to Name |  | Contact Name: | Enter Name if not Guest Name |
| US Mail Address: | University of Puget Sound  1500 N Warner St #Enter CMB #  Tacoma, Washington 98416  Attn: Puget Sound Attn to Name |  | US Mail Address: |  |
| Email Address: |  |  | Email Address: |  |
| Phone Number: |  |  | Phone Number: |  |

The Guest agrees to sign and return this Agreement and a completed IRS Form W-9 by no later than Click Down Arrow and Select Return by Date, so Puget Sound may process payment to the Guest. The parties have executed this Agreement and intend for it to be effective as of Click Down Arrow and Select Agreement Effective Date.

|  |  |  |
| --- | --- | --- |
| **The University of Puget Sound** |  | **Guest’s Full Name** |
| By: |  | By: |
| (Authorized Signature) |  | (Authorized Signature) |
| Name: |  | Name: |
| (Print or Type Name of Signatory) |  | (Print or Type Name of Signatory) |
| Title: |  | Title: |
|  |  |
| And By: |  |
| (Authorized Signature) |  |
| Name: |  |
| (Print or Type Name of Signatory) |  |
| Title: |  |