

***PLEASE NOTE BEFORE SIGNING ARTIST/SPEAKER/PRESENTER’S OWN CONTRACT:**

- 1. All Artist/Speaker/Presenter contracts must follow the WWU Contract Approval Process (form included).**
- 2. This Addendum must be attached to any Artist/Speaker/Presenter’s own contract entered into on behalf of the University, (unless the WWU Artist/Speaker/Presenter Contract is used) with the words, “Acceptance subject to receipt of signed WWU Addendum”, written next to the University signature on the Artist/Speaker/Presenter’s own contract.**

WALLA WALLA UNIVERSITY
APPROVAL PROCESS
FOR
CONTRACTS/AGREEMENTS/LEASES

THIS FORM MUST BE COMPLETED PRIOR TO SIGNING CONTRACT

Attach contract with all attachments and pertinent documentation and **submit at least 30 days prior to intended effective date.** Please route in the department order given below:

<u>Reviewed by:</u>	<u>Signatures</u>	<u>Approved</u>	<u>Not Approved</u> <small>See Comments</small>	<u>Date</u>
1. Department Chair/Director*	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
<small>*Signature on this line indicates review and agreement to the contract and that sufficient budget is available to cover the cost of the contract.</small>				
2. Risk & Safety Management	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. President/Vice President/ Associate Vice President	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Return to Risk & Safety Management	_____			
5. Signed original returned to the initiating Department	_____ _____			_____

Name of Contract: _____

Person Submitting Contract: _____ Phone Extension: _____

University Department: _____ Return to Department on or before: _____

(Due date)

Other Party Representative Name: _____ Other Party Phone: _____

Other Party Address: _____ Other Party Fax: _____

Other Party Email: _____

Board of Trustees Authorized Signers:

- **President**
- **Vice President for Academic Administration**
- **Vice President for Financial Administration**
- **Vice President for Student Life**
- **Vice President for University Relations and Advancement**
- **Associate Vice President for Academic Administration**
- **Associate Vice President for Alumni and Advancement Services**
- **Associate Vice President for Financial Administration**
- **Associate Vice President for Graduate Studies**
- **Associate Vice President for Marketing and Enrollment Services**

The following contracts will not be reviewed by Risk & Safety Management:

- **Director of Facility Services:** Applications for permits and WWU Contractor Terms & Conditions under \$100,000
- **Director of Human Resources, Vice President/Associate Vice President for Academic Administration:** Employment Contracts
- **Director of Information Technology:** Technology Contracts

Comments: _____

WALLA WALLA UNIVERSITY
ARTIST/SPEAKER/PRESENTER ADDENDUM OF TERMS AND CONDITIONS

1. **This Addendum of Terms and Conditions** dated _____, 20____, is attached to and made a part of the Artist/Speaker/Presenter's own contract between Walla Walla University (the "University") and _____ (the "Artist/Speaker/Presenter") for an event described as: _____.
2. **Date:** The event will occur on _____, 20_____.
3. **Location:** _____ Walla Walla University
_____ Other Location _____
4. **Follow-up Events:** _____
5. **The University is an alcohol, drug, and smoke-free campus, which includes University events held at another location.** All signers of this Addendum of Terms and Conditions are expected to comply whether on campus or at another location.
6. **Audio/Video Recording Permission:** Recordings will not be sold for profit.
7. **The Artist/Speaker/Presenter, for itself and for its agents, successors and assignees, does hereby agree to indemnify and keep indemnified the University,** and to hold the University harmless from and against any and all claims, actions, causes of action, demands, liabilities, losses, damages or expenses of whatsoever kind and nature, including attorney fees, which the University may at any time sustain or incur that arise out of or result from the negligence or wrongful act of the Artist/Speaker/Presenter arising out of its event on the University's premises or other location.
8. **Artist/Speaker/Presenter acknowledges** that the University is a Seventh-day Adventist Christian institution of higher education offering students liberal arts, professional and technical programs, and associated goods and services. Artist/Speaker/Presenter agrees not to advertise or solicit participation in competing programs or the sale of competing services, goods, or business opportunities in connection with the Artist/Speaker/Presenter event, whether on the University's premises or other location or through the distribution of any written materials, without written permission.
9. **Artists'/Speakers'/Presenters' failure** to strictly comply with the terms of this Addendum of Terms and Conditions shall constitute a material breach entitling the University to withhold the honorarium and/or expense payments provided for herein.
10. **The event will be confirmed** when the Artist/Speaker/Presenter has returned a signed copy of this Addendum of Terms and Conditions to the University, on or before _____, 20_____.

Artist/Speaker/Presenter

Walla Walla University

Date

Date