



OFFICE OF STUDENT INVOLVEMENT
STUDENT ORGANIZATIONS HANDBOOK

COMMERCIAL ACTIVITY CONTRACT

Signed and completed copies must be on file with the Office of Student Involvement (FSC 120).

Student organizations should keep one completed copy for their records and provide one copy to the off-campus vendor.

For the purpose of this document, any entity hired by or working with the student organization is referred to as an off-campus vendor.

This form should be used when student organizations hire off-campus vendors for an event on campus. Using this contract will ensure that the commercial activity meets Drury University standards and that the student organization and off-campus vendors have agreed upon terms and standards prior to the event.

The Drury University student organization and the off-campus vendor agree to the following terms and conditions for the engagement described below:

Off-Campus Vendor:

EIN: _____
Address: _____
Phone: _____
E-mail: _____
Contact Person: _____

Sponsoring Student Organization:

Contact Person: _____
Phone: _____
E-mail: _____

Sponsoring Student Organization

Campus Advisor: _____
Campus Advisor Phone: _____
Campus Advisor E-mail: _____

Campus Advisor Statement of Responsibility:	I have read the policies and guidelines relating to this event and will assist the student organization with compliance. I approve this event and agree to assist this organization with the Commercial Activity Contract Responsibilities:
Campus Advisor Signature:	_____

Student Organization
Financial Responsibilities for Event: _____
Student Organization
Financial Benefits from Event: _____
University Check Made Payable to: _____

Event Day & Date: _____
Event Time & Duration: _____
Off-Campus Vendor Arrival Time: _____
Event Location: _____
Location Address: _____
Event Description: _____



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COMMERCIAL ACTIVITY CONTRACT (continued)

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Additional agreement provisions:

COMMERCIAL ACTIVITY INFORMATION:

It is understood that the off-campus vendor executes this agreement as an independent contractor and not an employee of the Drury University student organization, as well as that the off-campus vendor will have the exclusive control over the means, method, and details of fulfilling the obligation under this contract. Both parties also agree and understand that Drury University is not a party to this contract and that Drury University is not responsible, under any circumstances, for performing any obligations of this contract.

Off-campus vendors agree to complete the stated event and discharge all obligations as an independent contractor under any and all laws, whether existing or in the future, in any way pertaining to the engagement, including but not limited to social security laws, worker's compensation insurance, prevailing wage statutes, income taxes, state employment insurance taxes or contributions, public liability insurance; and artist(s) will hold purchaser harmless against any such laws as well as against all union claims for welfare payments.

Off-campus vendors agree that in completing the stated event under the terms of the contract, the off-campus vendor is not infringing on the property right, copyright, patent, or any other right of anyone else; and if any suit is brought or a claim made by anyone that anything in conjunction with the ownership or the presentation of said act or appearance is an infringement on the property right, copyright, patent, or other rights, off-campus vendors will indemnify the Drury University student organization against any and all loss, damage cost, attorney fee, or other loss whatsoever by reason permitting or allowing the presentation of the act or attraction called for herein.

The Courts of the State of Missouri shall resolve any controversies arising between the off-campus vendor and the Drury University student organization pertaining to this contract. The Drury University student organization, in signing this contract, warrants that he/she signs as a properly authorized representative of Drury University and does not assume any personal liability for meeting the terms of the contract.

Student Organization Authorized Signature	Date of Signature	Printed Name of Authorized Student Organization Representative
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Off-Campus Vendor Authorized Signature	Date of Signature	Printed Name of Authorized Off-Campus Vendor
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All off-campus vendor contracts must be submitted to and approved by the Dean of Students prior to final booking arrangements, including payment.

Drury University Authorized Signature	Date of Signature	Printed Name of Authorized Drury University Representative
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OFFICE OF STUDENT INVOLVEMENT USE ONLY:

Date Received:

Meeting Scheduled:

Information Needed: