

DePauw University

Student Organization Contract Policy

Negotiating contracts for speakers, comedians, musicians or other types of education or entertainment is an important function for many of DePauw's student organizations. Unfortunately, contract negotiation is also wrapped up in some complex legal and financial issues. As such, Campus Activities is happy to consult with student groups and their advisors as they negotiate contracts and are implementing the following policy:

Effective February 11, 2009, all of DePauw's student organizations* are required to contact the Assistant Director of Campus Activities prior to entering into a legally binding contractual agreement. Students are not authorized to enter into a contract as representatives of DePauw and individual students may be held financially responsible in the event that a contract is not signed by the Assistant Director of Campus Activities.

Students should be aware that verbal agreements may be legally binding and should use caution when negotiating with booking agents.

Campus Activities is happy to serve as a resource to student groups negotiating contracts. Please visit our office in the Union Building room 210 or call us at extension 4765-658-4270 to access these resources. In addition, the Assistant Director can be contacted by e-mail –campusactivities@depauw.edu. Please contact us for any questions or concerns.

*This policy applies only to organizations using University accounts or money for the program. The Organization of Resident Students (ORS) and Union Board are exempted from this policy as they are advised directly by members of the Student Life staff. ORS and Union Board are required to contact the advisor for their organization and obtain his or her signature on any contracts.