



# Student LIFE Student Group Contract

This contract form is to be filled out and used exclusively by recognized student organization officers who wish to contract with an outside vendor for an event.

**Prior to signing this form, you MUST read the section of this RSO Handbook that discusses contracts and your liability by entering into one.**

### 1. STUDENT GROUP INFORMATION

Student Group Name \_\_\_\_\_  
Student Contact \_\_\_\_\_ Contact's Email \_\_\_\_\_

### 2. CONTRACTOR INFORMATION

Company/Organization Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Fax \_\_\_\_\_ Federal Employer ID# **OR** Social Security # \_\_\_\_\_

Is the contractor presently affiliated with OCC?

No – no current affiliation

Yes – if yes, indicate affiliation:      Employee/Faculty      Full-time student      Part-time student

### 3. EVENT LOGISTICS

Type of Event \_\_\_\_\_  
Event Location \_\_\_\_\_  
Brief Event Description:  
\_\_\_\_\_  
\_\_\_\_\_

Set-up Requirements and Equipment Needs (examples include tables, chairs, podium, microphones, electricity, staging, food/beverage, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Event Date/Period of Service:

Date(s) \_\_\_\_\_ Event Time \_\_\_\_\_  
Equipment Set-up Time \_\_\_\_\_ Disassembly or Pick-up \_\_\_\_\_

### 4. SERVICES PROVIDED BY CONTRACTOR (please describe)

Catering \_\_\_\_\_  
Entertainment \_\_\_\_\_  
Equipment Rental \_\_\_\_\_  
Other Service \_\_\_\_\_

### 5. COMPENSATION

Compensation Rate \_\_\_\_\_  
Additional Fees (please explain) \_\_\_\_\_  
Total Cost for Services \_\_\_\_\_

If Services are Recurring:

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Breakdown Per Lesson or Event \_\_\_\_\_

If you have any additional requirements, please explain below or attach a rider.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **INDEMNIFICATION**

Contractor agrees that any personal injury to Contractor or third parties or any property damage incurred in the course of the performance of services shall be the responsibility of the Contractor, except to the extent caused by the sole fault or negligence of the College.

Contractor shall indemnify and hold harmless the College, its board members, officers, employees, agents and students from and against any direct costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Contractor's performance of services as outlined herein, or which may arise out of the infringement of the copyright patent, or other proprietary rights of third parties

## **INSURANCE**

Contractor agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1,000,000 per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of Michigan. Company agrees to have the Board of Trustees of Oakland Community College its elected and appointed officials, employees, students, agents, and volunteers included as additional insureds on the Company's certificate of insurance with respect to comprehensive general liability and provide the College with 30 days prior written notice of any material changes in the above insurance. Company shall provide the College with a certificate of the above insurance coverages and amounts upon execution of this Agreement.

## **RELATIONSHIP OF PARTIES**

The Contractor shall not, by virtue of this contract, become an employee or agent of OCC, and shall not be entitled to the rights, benefits, or privileges of the College's employees. The Contractor and its agents and members are solely responsible for their own actions and have no relationship to OCC.

## **PERMITS AND LICENSES**

Prior to the event, Contractor shall obtain any required work permit, visa, approval, license, etc., and make the required filing or notice to the proper governmental authority.

## **LEGAL COMPLIANCE**

Contractor must comply with all applicable state, federal and local laws, regulations, etc., as well as with Oakland Community College policies and guidelines.

## **SECURITY**

OCC Public Safety determines security requirements. OCC reserves the right to refuse and forbid requested service or arrangements as being impermissible on the grounds of safety, security, and/or caution in the operation of any equipment.

## **SOUND & PYROTECHNICS**

OCC reserves the right to control sound levels during the Event. Pyrotechnics and haze/fog machines may not be used.

## **OPERATION**

Contractor will provide at least one qualified employee to be responsible for the correct and proper setup, operation, and disassembly of the equipment and other items provided under this contract.

## **DAMAGE TO OCC**

Contractor agrees that it will not alter, modify, attach, append, or in any way or manner affect any of the property, fixtures, or real estate of OCC or the Event location. If, in the opinion of OCC this clause is violated, any payment due will be fully withheld pending settlement for damage.

## **TERMINATION**

(i) Breach by Contractor – If there is a breach by Contractor, or material breach in services provided under this contract that threatens the safety, health, or well-being of any person, OCC may terminate this contract immediately.

(ii) Termination – Either party may terminate this agreement at any time with thirty (30) days prior written notice. This Agreement can be terminated for breach of any of the terms and conditions of the referenced documents of this Agreement if such breach is not cured within ten business (10) days after receiving written notice of the breach.

## **FOR CONTRACTOR**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **FOR STUDENT GROUP**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date