

**CONTRACTS FOR ON CAMPUS ACTIVITIES OF ALL REGISTERED STUDENT ORGANIZATIONS  
(Greensburg)**

1. All contracts for on campus activities (University owned and operated facilities) MUST be processed through the Office of Student Activities or Office of Student Services.
2. Registered Student Organizations need to follow the guidance in University [Policy 04-01-01](#) regarding catering and reservations of University buildings and grounds, as well as the [Pitt-Greensburg Student Handbook](#), and the [Pitt-Greensburg Guidelines for Student Organization Certification](#).
3. In accordance with [Policy 01-03-03](#), only authorized representatives may execute contracts on behalf of the University.
  1. Students or Advisors MAY NOT sign any contract on behalf of the University.
  2. Unauthorized individuals who sign contracts will assume full responsibility for meeting the terms of the contract including all financial obligations.
  3. Registered Student Organization contracts for on campus events shall be signed by Director of Student Activities or Dean of Student Services.
4. Student organizations should use UNIVERSITY APPROVED contracts. The contracts are available from the Office of Student Activities.
  1. If the contractor (e.g., guest speaker, vendor, or performer) will not use the University approved contract, the contractor's contract is acceptable for consideration subject to University review and modification.
  2. Contracts for hotels, catering, facility rental and transportation are generally provided by the contractor. These contracts are acceptable for consideration subject to University review and modification.
5. **ALL contracts MUST be received by the Office of Student Services at least twenty-one (21) days prior to the event.**
  1. Failure to submit the contract(s) twenty-one (21) days prior to the activity MAY RESULT IN POSTPONEMENT OR CANCELLATION OF THE ACTIVITY.
    - a) If a contractor will not use the University contract then twenty-one days may not be sufficient time for the appropriate parties (legal counsel, business services, etc...) to review and approve the contractor's contract. Please keep this in mind when working with potential contractors/agencies.
  2. Invoices for good and services for which a contract is required will not be paid unless a contract was submitted and approved.
  3. All information must be provided to the Director of Student Activities, including contact information, negotiated pricing, security needs, etc... in writing. If applicable, the contractor's CERTIFICATE OF LIABILITY INSURANCE must accompany the contract. [Please](#)

[refer to the Office of Risk Managements Frequently Asked Questions regarding Insurance requirements](#) in Contracts.

- a) The Certificate should list the holder as: University of Pittsburgh, Office of Risk Management and Insurance, 1817 Cathedral of Learning, Pittsburgh, PA 15260.
  - b) The Certificate MUST list the University of Pittsburgh - Greensburg as ADDITIONAL INSURED.
  - c) If the contractor does NOT carry the required commercial liability insurance, it MUST be noted in the cover sheet.
6. Students or student organizations who violate the Guidelines on contracting may be subject to disciplinary action.

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**CONTRACTS FOR OFF CAMPUS ACTIVITIES OF REGISTERED STUDENT ORGANIZATIONS WITH SPONSORED STATUS FROM THE OFFICE OF STUDENT SERVICES**

1. ALL contracts for ALL off campus activities hosted by registered student organizations that are SPONSORED by the Office of Student Services shall be processed by their advisor through the Office of Student Activities and shall adhere to the contracting policy set forth for ALL on campus activities hosted by ALL registered student organizations.

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**CONTRACTS FOR OFF CAMPUS ACTIVITIES OF REGISTERED STUDENT ORGANIZATIONS WITH SPONSORED STATUS OUTSIDE OF STUDENT SERVICES**

1. ALL contracts for ALL off campus activities hosted by registered student organizations that are SPONSORED by department heads and/or other senior administrators outside of Student Services WILL NOT be signed by the Dean of Student Services or their designee.
  1. Student Services staff may give general advice about contracting but is unable to provide specific advice regarding negotiation, execution, and finalization of any activities/contracts held off campus that are NOT SPONSORED by the Office of Student Services or its representatives (Student Activities Board and Student Government Association)
  2. The approving authority that granted sponsored status to the student organization MAY accept the responsibility for the off campus activities of the organizations it sponsors and MAY sign contracts related to off campus activities.
  3. If the approving authority that granted sponsored status does NOT accept responsibility for the off campus event and does NOT sign the contracts related to the activity, the individual who signs the contract for the organization will be directly responsible for satisfaction of the terms of the contract, including financial responsibility.