LIBERTY
U N I V E R S I T Y™

Short Form Contract for Guest Speakers & Performers

THIS CONTRACT, entered into by Liberty University, Inc. ("Liberty""LU") and the Contractor named below, documents the entire understanding of the parties regarding the services to be provided. This Contract becomes effective only when signed by the Contractor and a designated Liberty representative. Any and all Services or Products provided by Contractor during the term of this Contract will be governed by the provisions of this Contract. In the event of a conflict between the provisions of this Contract and provisions set forth in other agreements, including but not limited to Order Forms, Riders and Service Agreements, the provisions of this Contract will prevail and those agreements will thereby serve as Addendums to this Contract.

NAME AND ADDRESS OF CONTRACTOR
(CONTRACTOR MAY NOT BE A CURRENT LU EMPLOYEE)

Name of Contractor

Address

Address

City/State/Zip Code

Phone Number/Fax Number/E-mail

NAME AND ADDRESS OF LU DEPARTMENT

Liberty University, Inc.

Department, Unit or Division Name

Address

City/State/Zip Code

Department, Unit or Division Contact

1. SCOPE OF SERVICES: (one-time non-recurring) The Contractor shall perform all services described below for the amount stated:

Description of Performance or Speech Topic:

Date   Time   Location

Contractor agrees to provide the following equipment/items for this contract:

Liberty agrees to provide the following equipment/items for this contract:

The following attachments are a part of this contract:

2. COMPENSATION: Contractor will be paid in a lump sum amount not to exceed $\$$ _____ . In addition to the compensation, Liberty University will reimburse up to $\$$ _____ related to the scope of services, including but not limited to: (i.e. travel, phone calls, hand-out materials).

3. TERMS OF PAYMENT: [TO BE COMPLETED BY THE DEPARTMENT]
    Payment to the Contractor within 45 days upon receipt of invoice, payable after performance is verified by the department.
    t   Other _____
    A valid, signed W-9 (W-8BEN for international personnel) must be on file before payment is made.
    (LU will not be liable for reimbursements requested more than 60 days after the date of services stated in Section 1, above)

4. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT: To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the Contracting Agency, its Board of Trustees, officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress, or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the Contractor's operations or expiration of this Contract, except for damage, loss, or injury resulting from the Contracting Agency's gross negligence or willful misconduct.

5. TERMINATION: This contract may be terminated at no cost to either party upon _____ DAYS ADVANCE WRITTEN NOTICE. (30 unless otherwise indicated)

6. OTHER: Contractor is an independent contractor and will be responsible for withholding and/or paying all applicable state, local and federal taxes associated with this contract. This contract is the complete and exclusive understanding of the parties. Time is of the essence in this contract.

7. BROADCAST: Contractor hereby grants Liberty University the license to use Contractor's name, likeness, image, voice, video, performance, biographical and other information in any format whatsoever and to distribute, broadcast, archive/post and exhibit these:

    Without charge, restriction or liability
    Only upon written approval by Contractor

8. INSURANCE: The responsible Purchasing Officer may require proof of applicable insurance prior to job performance.

_____   _____   _____   _____
Signature of Contractor   Date   LU Signature ($2500+ requires Procurement)   Date

_____   _____
Printed Name and Title   Printed Name and Title