

KSU LECTURE AGREEMENT ROUTING FORM
****FOR INTERNAL USE ONLY****

Insert AGS number above
for submission to AP

****Do not use for interview candidates ****

KSU Event Contact: _____

Lecturer's Name: _____

Title and Date of Lecture(s): _____

Answer the following Pre-Processing Steps:

Is the Lecturer...? (CHECK YES, NO or N/A)

A Foreign National? YES NO N/A
 (If YES, please use the [KSU International Lecture Agreement](#).)

An active vendor in the AGS System? YES NO N/A
 (If NO, Lecturer must submit a signed [Vendor Registration Form](#) & W-9 to Business Services.)

A current employee of the University System of Georgia YES NO N/A
 (If YES, a Joint Services Agreement (*Employment Compensation Agreement between Institutions*) must be completed, not a Lecture Agreement.)

A Retired University System of Georgia employee? YES NO N/A

A Former KSU employee? YES NO N/A
 (If YES, Termination Date _____)
 (If terminated within the past 12 months, payment will need to be done through Payroll)

Will Audio/Visual Technical Equipment be needed? YES NO N/A
This includes recording devices. (If YES, Appendix A-Audio/Video Recording Release and License Rider must be completed and turned into Audio Visual Technology Services (AVTS) and a copy submitted with this document.)

Department Approval and Human Resources Approval are mandatory for all contracts with individuals before the lecture agreement can be submitted to the vendor for signature.

Department Approval

REQUIRED AUTHORIZATIONS	SIGNATURE	NAME PRINTED	DATE
Principal Investigator/ Project Manager			
Business Manager			
Department Head/ Dean			

Administrative Approval

Human Resources (Mandatory for individuals, not companies) – Confirm no need to be paid through payroll			
Audio Visual Technology Svcs (If A/V or Recording Needed)			

- Check here if Lecturer requires contract modifications or riders (must be reviewed by Legal Affairs Office)
- Check here if contract price is \$5,000 or more (if yes, then contract must be signed by Procurement Director after all other signatures are obtained)



Lecture Agreement

This Agreement is between _____ (“Lecturer”) a Lecturer and/or their Agent, and **The Board of Regents of the University System of Georgia by and on behalf of Kennesaw State University** (“KSU”) for the Lecture described below:

Description of Lecture:

Lecturer’s Name: _____

Title and Description of Lecture: _____

Place of Engagement: KSU Campus, 1000 Chastain Rd, Kennesaw, GA 30144.

Building and Room(s): _____ Capacity: _____

Schedule:

Date(s):	Starting Times(s):	Ending Time(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sound check time: _____ Load in time: _____
Doors open at what time: _____

Contact Information:

KSU: Name: _____
Address: _____
E-mail: _____ Telephone: _____ FAX: _____

Lecturer: Name: _____
Address: _____
E-mail: _____ Telephone: _____ FAX: _____

Lecturer’s Representative (if applicable):
Name: _____
Address: _____
E-mail: _____ Telephone: _____ FAX: _____

Fees and Payment Schedule:

Compensation Agreed Upon: \$ _____. This amount is inclusive of all expenses.

Payment schedule: _____

Check(s) shall be payable to: _____

Riders and Terms and conditions:

KSU’s Lecture Agreement Terms and Conditions are attached and incorporated herein. In addition, the following riders (if applicable) are attached and incorporated herein:

By signing this document, the representative of the parties hereby represent they are duly authorized and that the parties agree to be bound by the provisions of this Agreement.

Lecturer:

Board of Regents of the University System of Georgia by and on behalf of Kennesaw State University:

Signature: _____

Signature: _____

Date: _____

Date: _____

Name: _____

Name: _____

Title: _____

Title: _____

**Lecture Agreement
Terms and Conditions**

KSU and Lecturer agree that the following provisions are incorporated into the agreement to which it is attached and made a part thereof. The parties agree that the terms of this attachment prevail over the terms of any other document relating to and a part of the agreement in which this attachment is incorporated.

1. **PAYMENT AND COMPENSATION.** KSU will pay Lecturer's fee by check as indicated in the Fees and Payment Schedule of this agreement. Payment of the fee cannot be made until Lecturer completes the KSU Vendor Form.
2. **CANCELLATION.** KSU reserves the right to cancel this Agreement without obligation upon notice to Lecturer thirty (30) days in advance of the lecture date. In the event of KSU's cancellation, the deposit payment (if any) shall be returned promptly.
3. **FORCE MAJEURE.** Neither Lecturer nor KSU shall be liable for failure to appear or perform its obligations under this agreement in the event that such failure is caused by or due to the acts or regulations of public authorities, labor difficulties, civil tumult, inclement weather, strike, epidemic, interruption or delay of transportation service, or any other legitimate cause beyond the control of Lecturer and KSU.
4. **SICKNESS AND ACCIDENTS.** Lecturer's agreement to perform its obligations is subject to proven detention by sickness or accident. In the event of such non-performance, the deposit payment (if any) advanced to the Lecturer shall be returned promptly.
5. **PROMOTION AND PRODUCTION.** KSU shall be responsible for all matters pertaining to the promotion and production of the scheduled engagement, including but not limited to venue rentals, security, and advertising. Lecturer agrees that KSU may use Lecturer's name, pictures, photographs, recordings, and other likenesses in connection with advertising and publicizing the engagement(s) hereunder.
6. **VIDEO AND AUDIO TAPING.** KSU shall have the right to record, broadcast or digitally stream in any manner whatsoever, any part of Lecturer's lecture as well as to use and maintain a copy of the lecture for internal, archival, or for any other educational purpose. Lecturer and/or his designees shall have the right to record the lecture and to use the recordings as Lecturer sees fit.
7. **INDEPENDENT CONTRACTORS.** Lecturer acknowledges that it is an independent contractor and not an employee of KSU and shall be responsible for all taxes. KSU shall control the times and division of the Lecturer's performance, and Lecturer shall control the manner, means, and details of such performance.
8. **ASSIGNMENT, ENTIRETY OF AGREEMENT, GOVERNING, JURISDICTION, AND MEDIATION.** This agreement cannot be assigned or transferred without the written consent of KSU. This agreement constitutes the entire agreement between the parties. No modification shall be enforceable except in writing and signed by the parties hereto. This agreement shall be governed by the laws of the state of Georgia. In the event any dispute arising under this agreement results in litigation such action or proceeding shall be brought within the state or federal courts of Georgia.
9. **MEDIATION.** Prior to the commencement of civil action by either party with respect to any disputes arising out of this Agreement, such party must submit the matter for mediation by providing the other party with a written demand for mediation setting forth the subject of the dispute. The parties will cooperate with each other in selecting a mediator and in scheduling the mediation proceedings. Venue for mediation shall be Cobb County, Georgia. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its cost.
10. **SEVERABILITY.** If any provision of this Agreement or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provisions or application, and to this end the provisions of this Agreement are declared to be severable.