

## Limited Engagement Agreement

**Notice: This Agreement is designed for the limited engagement of speakers, guest lecturers, performers or other individuals at nominal expense to Wesleyan University. It is to be used for engagements of an academic nature and a short duration presented to the Wesleyan community. It is not designed for engagements that create the significant potential for risk of physical injury or property damage (including by way of example, but without limitation, engagements involving intense physical activity or the use of heavy or dangerous equipment, installations, scaffolding, suspended lights or cameras, or the erection of sculpture or sets). Because there are no insurance requirements in this Agreement, Finance & Administration and/or the Legal Department must be consulted before this Agreement is used for any engagement other than those for which it is specifically designed as described above.**

This Limited Engagement Agreement is for the services of \_\_\_\_\_ (hereinafter "Speaker/Performer") and Wesleyan University and is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. For good and valuable consideration, the parties agree as follows:

1. Engagement: Speaker/Performer will appear at \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (hereinafter, the "Engagement").

Additional Engagement Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Payment/Taxes: Wesleyan will pay Speaker/Performer the sum of \$ \_\_\_\_\_ by check or ACH in U.S. dollars net 30 days after the Engagement. Wesleyan may be required to withhold federal, state or local income or other taxes on behalf of Speaker/Performer. If Speaker/Performer is not a U.S. citizen, they must submit immigration and work eligibility documentation and complete required forms at or before the execution of this Agreement and may be subject to Federal income tax withholding. Contact Wesleyan Finance & Administration with any questions. Payment will only be made if a valid form W-9 or applicable nonresident form has been provided to Wesleyan.
3. Travel Arrangements: Payment for Speaker/Performer transportation, meals and/or accommodations is at the sole discretion of Wesleyan which discretion can only be exercised in writing by an authorized representative of Wesleyan. If Wesleyan agrees to pay for Speaker/Performer's travel related expenses, all such arrangements must comply with Wesleyan's Travel and Expense policies and Speaker/Performer is required to provide Wesleyan with original receipts of actual expenses incurred.
  - a. Transportation [will/will not] be paid by Wesleyan. Limited to: \_\_\_\_\_
  - b. Meals [will/will not] be paid by Wesleyan. Limited to: \_\_\_\_\_
  - c. Accommodations [will/will not] be paid by Wesleyan. Limited to: \_\_\_\_\_
4. Indemnity: Speaker/Performer shall indemnify and hold harmless Wesleyan University, its officials and employees against any and all claims for loss, injury or damage to persons or property arising out of activities conducted by Speaker/Performer.
5. Compliance with Law: Speaker/Performer represents and warrants that it is, and the Engagement will take place in compliance with all relevant laws and regulations. All services rendered hereunder by Speaker/Performer shall be as an independent contractor, and this Agreement does not create a joint venture, partnership or employer-employee relationship between Wesleyan and Speaker/Performer. Speaker/Performer a) understands that Wesleyan is involved in contractual relationships with the State of Connecticut and b) had read and understands the provisions of Sections 4a-60 and 4a-60a of the Connecticut General Statutes regarding nondiscrimination (the "Nondiscrimination Provisions"). As a required prerequisite to entering into this Agreement, Speaker/Performer understands and agrees to be bound by the terms of the Nondiscrimination Provisions.

1. For each category of expense, indicate whether Wesleyan will or will not pay for the expense. If unselected, the default will be that Wesleyan will not pay for the expense.

6. Broadcast & Recording: Wesleyan may broadcast and/or record the Engagement by any means and in any format and use such recordings for archival, academic and other non-commercial purposes in support of Wesleyan.
7. Choice of Law and Jurisdiction: The parties a) agree that the laws of the State of Connecticut shall govern this Agreement and b) submit to the exclusive jurisdiction of the courts of the State of Connecticut located in Middletown, CT.

Wesleyan University: \_\_\_\_\_ Date: \_\_\_\_\_

Speaker/Artist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Speaker/Artist Name (print): \_\_\_\_\_