10.18.21

**Department of Purchasing**

Akron, OH 44325-9001

(330) 972-7340 Office (330) 972-5564 Fax

**LECTURE, PERFORMANCE AND SERVICES AGREEMENT**

**(UNDER $10,000)**

This Agreement is made between The University of Akron, a State of Ohio educational institution in Akron, Ohio (“University”), and

 (‘Speaker/Artist/Performer" as Independent Contractor).

Description of Engagement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_

Date, and Time: \_\_\_\_\_\_\_\_\_\_

Approximate Length of Time for Engagement: \_\_\_\_\_\_\_\_\_\_

Social Security Number or FTID Number: \_\_\_\_\_\_\_\_\_\_

Flat Fee Amount: $\_\_\_\_\_\_\_\_\_\_

Payment of the professional fee will be paid after the service has been performed and after all required paperwork has been received and processed in accordance with payment procedures. Transportation, lodging, meals and incidental expenses are the responsibility of the speaker/artist unless otherwise noted. Speaker/Artist agrees to indemnify and hold harmless The University of Akron from any claim, damage, liability, injury, expense, or loss arising out of artist‘s performance under this Agreement.

Either Party shall be excused from performance and shall not be in default in respect of any obligation hereunder to the extent that the failure to perform such obligation is due to a Natural Force Majeure Event.

Speaker/Artist/Performer affirms that they have not paid or agreed to pay directly or indirectly any person, firm or corporations any money or valuable consideration for assistance in securing this agreement. Further Speaker/Artist affirms that no University of Akron employees or their family members have a financial interest in the speaker/artist or organization securing this agreement.

In performing services and accepting payment under this Agreement, Speaker/Artist/Performer certifies that they are an Independent Contractor and are not acting as an agent or employee of The University of Akron. Visit IRS website for more information regarding independent contractors.

[https://www.irs.gov/busi](http://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee)nesse[s/smal](http://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee)l[-businesses-se](http://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee)lf[-employed/independent-contractor-self-employed-or-employee.](http://www.irs.gov/businesses/small-businesses-self-employed/independent-contractor-self-employed-or-employee)

All invoices for services must include an Ohio Public Employees Retirement Independent Contractor/Worker Form (OPERS) which may be found at [https://www.uakron.](http://www.uakron.edu/purchasing/docs/OPERS%20Fill-in.pdf)[Edu/purchasing/docs/OPERS%20Fi](https://www.uakron.edu/purchasing/facultystaff/New%20OPERS.pdf)ll[-in.pdf.](file:///C%3A/Users/tjc25/New%20OPERS.pdf)

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| --- | --- | --- |
| **The University of Akron** |  | **Independent Contractor** |
|  |  |  |
| Signature: |  | Signature: |
| Name: Shandra IrishTitle: Director of Purchasing |  | Name:Title: |
| Date: |  | Date: |
| Telephone: (330) 972-7340 |  | Telephone: |