



# Guest Lecturer/Performer Agreement

(<sup>1</sup> Do not code expense to a Project chartfield.)

\_\_\_\_\_  
NAME OF GUEST LECTURER/PERFORMER

\_\_\_\_\_  
<sup>2</sup> TAXPAYER ID OR SOCIAL SECURITY NUMBER FROM AN  
IRS FORM W-9

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE AND ZIP CODE

The above named Guest Lecturer/Performer agrees to provide:

on the \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_  
DAY MONTH YEAR LOCATION OF LECTURE/PERFORMANCE

beginning at: \_\_\_\_\_ .  
TIME OF DAY

The above named Guest Lecturer/Performer certifies that he/she is not currently an employee of the University of Utah and hereby agrees to indemnify and hold harmless the University of Utah from any loss, liability, or damage resulting from any act or omission of the Guest Lecturer/Performer.

The University of Utah agrees to pay the Guest Lecturer/Performer a fee of \$ \_\_\_\_\_, to be paid by a University check, to be delivered immediately following the Lecture/Performance.

The University of Utah further agrees to provide (if applicable):

It is agreed by both parties that termination of this agreement must be by mutual consent and that the Lecture/Performance and attendant activities will conform to applicable University of Utah Policies and Procedures.

**FOR THE GUEST LECTURER/PERFORMER**

**FOR THE UNIVERSITY OF UTAH**

\_\_\_\_\_  
GUEST LECTURER/PERFORMER SIGNATURE

\_\_\_\_\_  
PRINCIPAL INVESTIGATOR SIGNATURE

\_\_\_\_\_  
CHAIRMAN/DEAN/OR DIRECTOR SIGNATURE

**Instructions:** Attach this form to a completed Check Request and IRS Form W-9 and send all forms to Accounts Payable, Room 405, Park Building. Allow ten business days for the check to reach the department. Charges for Guest Lecturers/Performers should be made to accounts within the range 62100 to 62121.

<sup>1</sup> Projects require the use of an Independent Consultant Agreement form which can be obtained from Accounts Payable or from Sponsored Projects.

<sup>2</sup> A taxpayer ID is required for this vendor. Ask the vendor or their agent to complete an IRS Form W-9.