
I. **Background:**

- A. The Standard Speaker's Engagement Agreement (SEA) is a contracting mechanism for use by University colleges and departments for competitively exempt *service-related agreements with Independent Contractors*.

III. **Definitions:**

A. **Budget Unit** is a University agency, college, department, office, or school to which a budget unit number has been assigned by the University's Budget Office.

B. **eVA** is the

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- a) Completed Independent Personal Services Certification Form;
 - b) Completed Industry Practice Checklist;
 - c) Completed Worker Classification Review Questionnaire;
 - d) Contractor completion of the Substitute W-9 Form requesting Taxpayer Identification;
 - e) Selecting the appropriate eVA requisition “purchase order category code”:
 - 1) **R01** –

Virginia and _____ (hereafter "Contractor"), an independent contractor. Contractor agrees to render services of the following nature and in accordance with the following terms and conditions:

1. **SCOPE OF SERVICES TO BE PROVIDED:**

Insert description of nature of performance and/or proposed services.

Contractor shall render the Performance/Services, as described herein as an *Independent Contractor*, and Contractor shall have no obligation, as a result of this Agreement or otherwise, to anyone other than the University. The term "Contractor" as used in this Agreement shall include Contractor and its employees, agents, and duly authorized representatives.

2. **LOCATION OF PERFORMANCE:**

Insert location, including building name and room number(s), as applicable

3. **DATE AND TI**

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c. * Meals/Per Diem:

12. **PARTIES LIABILITY FOR PROPERTY DAMAGE**

- a. The University shall not be responsible for any damage to or loss of property of Contractor, its members or representatives or any other person bringing such property on University premises.
- b. Contractor, its members, agents, or representatives shall be

OLD DOMINION UNIVERSITY

University Policies and Procedures

3200 – Use of Facilities

Policy Statement: The use of University facilities and grounds, either owned or leased, must be consistent with the mission of the University and the general nature of the facility. The academic work of the University will hold a primary place in the use of facilities, and all uses for other purposes must be arranged so as not to hinder or adversely affect academic activities.

While fee-based use by non-