



# SCHOOL OF DANCE

COLLEGE OF FINE ARTS | THE UNIVERSITY OF UTAH

## GUEST LECTURER / PERFORMER AGREEMENT

Full Name of Guest: \_\_\_\_\_ (Must Match IRS Form W-9)

Payment to be made to an entity instead of the guest: \_\_\_\_\_ (Must Match IRS Form W-9)

Tax ID or Social Security Number: \_\_\_\_\_ (Must Match IRS Form W-9)

uNID if currently a U of U Employee: \_\_\_\_\_  
Payments will be processed through payroll according to University of Utah policies.

Payment Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) work will be completed: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Compensation Fee: \$ \_\_\_\_\_

Course # or Performance work done for: \_\_\_\_\_

The above-named guest agrees to provide:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above-named Guest Lecturer / Performer certifies that he/she is not currently an employee of the University of Utah or has indicated if they are an employee and hereby agrees to indemnify and hold harmless the University of Utah, the School of Dance, and any of its employees from any loss, liability, or damage resulting from any act of omission of the Guest Lecturer / Performer.

The compensation fee will be paid following the final day of this agreement and will take 10 days for processing. If travel is part of the agreement, a travel request must be completed. All travel expenses are part of the final reimbursement process and will not be paid up front. Reimbursement will be done as soon as all receipts for travel have been submitted. This process also takes approximately 10 days for processing. All compensation will be paid by check and delivered to the address listed above.

It is agreed by both parties that termination of this agreement must be by mutual consent and that the Guest Lecturer / Performer and attendant activities will conform to applicable University of Utah policies. I have read and understand the above terms of this agreement. Signatures sent by electronic means will be honored as originals.

\_\_\_\_\_  
Guest Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman/Dean/or Director Signature

\_\_\_\_\_  
Date

## **TRAVEL & ACCOMODATIONS (to be provided by School of Dance):**

Parking Code: \_\_\_\_\_ Enter this code along with your license plate # when you park. Please take the receipt as errors have happened at Parking Services and you will need the receipt to contest any tickets. Per University of Utah Policy 5-206: Vehicle Parking Policy, subsection III.H., parking tickets issued are your responsibility. University funds may not be used to pay an individual's parking fines.

## **WORKING WITH OUR STUDENTS:**

1. Guests must adhere to class start and end time. When classes exceed their given time, students often end up late for their next class.
2. We offer Guests a musician who will provide accompaniment for your classes. If you would prefer to use your own music, please let us know as soon as possible so we can notify the musician that they will not be needed.
3. Our students are curious about the research and professional experiences that motivate and inspire our Guests. A faculty member will be there to introduce you to their students on your first day. Come prepared to share relevant information about your own training and career. Additionally, if you are working with certain concepts or theories in your rehearsals or classes, please let students know about literature they can read or artists they can research to broaden their horizons. This is an educational setting and we believe in teaching dancers who are knowledgeable and articulate citizens of the world. Due to the educational nature and mission of our classes, Guests are not allowed to promote businesses, services, nor literature in an attempt to make a financial gain from students.
4. If you believe a student behaves in a way that you find disrespectful or inappropriate, please let the student know privately why this behavior does not belong in your class or rehearsal. Please also tell the SOD Director and/or the Director of Undergraduate Studies about the incident. If the behavior continues, a guest can ask the student to leave the class or rehearsal.
5. If you are accustomed to working with professional companies, you may find that university students have slightly different expectations. We ask that Guests be aware of three elements that may be different from other settings where you work:
  - a. Please be mindful that some students may not be comfortable with certain types of physical touch when you are correcting a movement or suggesting ideas. Please ask a student before touching their body and remember that comfort levels can change day to day, or even within the span of a class. We ask that Guests refrain from any kind of touch that could be harmful or perceived as invasive by a student.
  - b. In some settings, Guests may use strong language to get a point across and we ask that Guests avoid using any kind of language that could be interpreted as vulgar or offensive (this includes clothing that displays such language). To support a welcoming and inclusive environment, we ask that Guests attempt to use gender-neutral language whenever possible. An individual's personal identity may not match their outward appearance, and gender-neutral language can help avoid misunderstanding and/or inadvertently misgendering a member of our community. Guests and all in our community are welcome to share their own personal pronouns if they choose, but this is not required and should not be expected.
  - c. If your class or choreography contains movement material that incorporates mature elements, such as sexually suggestive movement or aggressive and potentially dangerous movement, we ask that you introduce this material carefully. Please keep in mind that some of our students come from backgrounds with strong religious beliefs and this material may be unfamiliar or discombobulating. If you sense that students are uncomfortable with executing such movement, please allow for conversation about and/or adaptation of the material.
6. When teaching master classes, it's challenging to give as much individual attention as you might in your own home classes with regular clientele over a period of time. While it may be impossible to learn all the dancers' names, we hope that guests can offer individual as well as group corrections and suggestions. Our students are a community of unique individuals, eager to learn from you how they can improve their approaches to dancing, choreographing, and performing.

I have read and understand the above terms of this agreement. Signatures sent by electronic means will be honored as originals.

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Guest Signature

Date