

Enter the legal name of the Supplier/Third Party

All fields in this document should be completed by the RSO representative. Blank fields will result in the Agreement being sent back for completion, extending the review time.

Enter the Effective Date of this Agreement

**TRINITY UNIVERSITY**  
**LICENSE AGREEMENT RELATING TO SERVICES PROVIDED TO STUDENT ORGANIZATION**

This License Agreement (the "Agreement") is entered into effective as of \_\_\_\_\_ (Effective Date), by and between Trinity University (hereafter "Trinity") and \_\_\_\_\_ (hereafter "Licensee"), to facilitate services provided by the Licensee to \_\_\_\_\_ (the "Student Organization"), a registered student organization at Trinity.

Enter the name of the RSO

WHEREAS, the Student Organization, is a Registered Student Organization at Trinity and has the privilege of utilizing Trinity resources to host meetings and events; and

WHEREAS, the Student Organization has submitted a request to Trinity for Licensee to attend a Student Organization meeting or event to provide the services described below; and

WHEREAS, the Licensee desires to attend the Student Organization's meeting or event to provide services to the Student Organization;

NOW THEREFORE, in consideration of the University permitting the Licensee to attend the Student Organization's meeting or event for the purposes of providing services to the Student Organization it is agreed as follows:

**ASSUMPTION OF RISK.** Licensee acknowledges and understands the following:

1. Participation includes possible exposure to and illness from infectious diseases including but not limited to COVID-19. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist;
2. Licensee knowingly and freely assume all such risks related to illness and infectious diseases, such as COVID-19, even if arising from the negligence or fault of Trinity, its trustees, officers, employees, agents, Student Organization and volunteers; and
3. Licensee hereby knowingly assume the risk of injury, harm and loss associated with the Activity, including any injury, harm and loss caused by the negligence, fault or conduct of any kind on the part of Trinity, its trustees, officers, employees, agents, Student Organization and volunteers.

Enter the date of the event

Enter the name of the location (e.g. specific building/room or campus location)

Enter the start time

1. License for Use of Resources and Services to Student Organization. Subject to the terms of this Agreement, the University agrees to permit the Licensee to access \_\_\_\_\_ (insert location) on the campus of Trinity University, during the time period from \_\_\_\_\_ to \_\_\_\_\_ (insert start and end time) on \_\_\_\_\_ (insert date), for the purposes of providing the following services to the Student Organization:

Enter the end time

Enter a description of the services to be provided

2. Compensation and Tax Liability (if applicable). Trinity understands and acknowledges Student Organization has agreed to provide compensation to the Licensee in the amount of \$ \_\_\_\_\_ U.S. dollars in exchange for Licensee providing the above services to the Student Organization. Trinity will facilitate payment of the compensation on behalf of the Student Organization:

Enter the agreed upon payment. Put \$0 if no payment.

\_\_\_\_ No later than \_\_\_\_\_ days after the conclusion of services; or

\_\_\_\_ At the conclusion of services

Enter the timeframe for payment

Check the applicable box

The Licensee shall be solely responsible and liable for the payment of any and all taxes associated with the compensation paid under this Agreement and agrees to timely complete all tax forms deemed necessary by Trinity as a prerequisite to receiving the compensation.

3. Independent Contractor. The parties acknowledge and agree that the Licensee is not an employee or agent of the University or Student Organization. It is the express intention of the parties that no relationship is formed between the Licensee and Trinity or the Student Organization under this Agreement. To the extent any relationship is found to exist, it shall be construed and deemed to be that of an independent contractor.

4. Compliance with Law and Policies. In consideration of the License granted by this Agreement, Licensee agrees to comply with all applicable federal, state, and local laws. In addition, in carrying out the responsibilities under this Agreement, Licensee and Licensee's agents, guests, and contractors agree to comply with all Trinity policies, including but not limited to Confidentiality, as set forth on the University's website, and comply with all written and unwritten directives of the University. Licensee is solely responsible for maintaining any applicable permits, licenses, or certifications. Licensee acknowledges Trinity must comply with Section 501(c)(3) of the internal Revenue Code, and, to the extent the Services to the Student Organization involve political and/or campaign-related activity, the Licensee agrees to comply with all additional restrictions in Trinity policy or otherwise communicated by Trinity. Opinions and views of Licensee do not represent those of Trinity.

Licensee will not dispose of any medical waste or hazardous materials on the Trinity campus.

5. Release and Indemnification. Licensee agrees to FULLY RELEASE AND FOREVER DISCHARGE Trinity and its trustees, officers, employees, Student Organization, and agents of and from any and all claims and liability arising out of or relating to this Agreement and Licensee's provision of services to the Student Organization, including but not limited to damage to or loss of property, injuries, including work-related claims, illnesses, including outbreaks of disease or other infections, and death of Licensee, Licensee's employees, independent contractors, subcontractors and agents. Licensee SHALL DEFEND, HOLD HARMLESS AND INDEMNIFY Trinity and its trustees, officers, employees, Student Organization, and agents against any and all claims, all injuries and illnesses, including work-related claims, outbreaks of disease or other infections, of Licensee, Licensee's employees, independent contractors, subcontractors and agents, all auto liability claims of Licensee, Licensee's employees, independent contractors, subcontractors and agents, demands, causes of action or damages, including attorneys' fees, arising out of or relating to this Agreement and Licensee's provision of services to the Student Organization.

6. Insurance. Trinity, in its sole discretion, reserves the right to require Licensee to provide proof of insurance. For purposes of the Services provided under this Agreement, Trinity:

☐ Requires Licensee to provide proof of liability insurance in accordance with the requirements of Exhibit A

Check the appropriate box. Waiver of insurance requires SED approval.

☐ Waives proof of liability insurance for Licensee

To the extent permitted by law, all insurance policies shall endorse Trinity University and its trustees, officers, employees, Student Organization, agents and volunteers as an Additional Insured, shall provide at least thirty (30) days advance written notice of any material change in or cancellation of the coverage, contain cross-liability and severability of interests coverage and will be primary and non-contributory. Licensee agrees to a waiver of subrogation in favor of Trinity for any policy for which Trinity is not endorsed as an Additional Insured. Until all of Licensee's obligations hereunder have been fully performed, Licensee shall maintain, and shall also ensure that each of Licensee's independent contractors, subcontractors and agents at every tier employed directly or indirectly by Licensee maintains with insurance companies licensed to do business in the State of Texas and that have an A.M. Best rating of A- or better, the types of insurance and with the minimum limits as provided herein Exhibit B. Neither Trinity nor Trinity's workers' compensation insurance shall cover Licensee or Licensee's employees, independent contractors, subcontractors or agents for any injuries or harm incurred by Licensee or Licensee's employees, subcontractors or agents while performing services under this Agreement.

7. **Non-Discrimination.** The parties to this Agreement will abide by the requirements of 41 CFR 60-1.4(a), 60-300.5(a), and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of their status as protected veterans or individuals with disabilities, and prohibits discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.

8. **Recording.** No audio or visual recording of the Licensee shall be made by either party hereto without the prior mutual written consent of the parties hereto.

\_\_\_\_\_ Both parties mutually agree to an audio and/or visual recording of the Speaking Services. Licensee will not in any way divulge, copy, release, sell, loan, review, alter or distribute recording.

Check the appropriate box. See Tiger Network Exhibit for streaming.

\_\_\_\_\_ Both parties mutually agree to **NOT** record.

9. **No Waiver.** Any failure or delay in the enforcement of the rights detailed in this Agreement by either party shall not constitute a waiver of those rights or be deemed a basis for estoppel.

10. **No Assignment.** This Agreement is personal to the parties and neither party may assign, transfer, or delegate their rights, obligations, or interest herein.

11. **Termination of Agreement.** The University may terminate this Agreement at any time, in its sole discretion, upon notice to Licensee.

12. **Governing law and jurisdiction.** This Agreement and any dispute arising out of or relating to this Agreement shall be subject to and governed by the laws of the state of Texas.

13. **FERPA.** Licensee acknowledges that certain information about Trinity's student(s) may be shared in conjunction with the activities performed under this Agreement and that this information is protected by the Family and Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g). To the extent that Licensee has access to "education records" under this contract, it is deemed a "school official," as each of these terms are defined under FERPA. Licensee agrees that it shall not use education records for any purpose other than in the performance of this contract. Except as required by law, Licensee shall not disclose or share education records with any third party unless permitted by the terms of this Agreement. Nothing contained herein precludes the parties from sharing information with one another so that each can perform its respective responsibilities.

14. **PCI DSS.** If Licensee is approved to process payment card transactions on campus, all transactions must be processed outside of Trinity's network through the Licensee's own mobile Wi-Fi hotspot. Trinity ITS must approve of the equipment/device for processing. Licensee represents and warrants that it is compliant with current Payment Card Industry Data Security Standards ("PCI DSS") and shall remain compliant during the Term of the Agreement, ensuring that the environment for the processing of transactions is done in compliance with current PCI DSS standards. Should Licensee become PCI DSS non-compliant during the Term, Licensee shall promptly notify Trinity of its non-compliance status. Licensee will provide Trinity a copy of its PCI DSS Certificate of Compliance prior to performance.

15. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. A facsimile or electronic signature of a party shall have full force and effect.

16. Entire Agreement. This Agreement represents the entire agreement by and between the parties, except as otherwise provided in this Agreement, and it may not be changed except by written amendment duly executed by all parties. In the event of a conflict or inconsistency, the terms and provisions of Trinity's License Agreement shall govern and control.

IN WITNESS WHEREOF, the parties hereby acknowledge and agree that each has read, understood and agrees to each of the terms of this Agreement as set forth above.

LICENSEE<sup>1</sup>

Submit the Agreement signed by the Supplier/Third Party

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

TRINITY UNIVERSITY

Risk Management will obtain authorized University signature

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Note: Fully executed agreements and any necessary tax documents are required for payment.** Contracting authority for Trinity University is limited. All contract agreements must be signed by an Authorized Representative or a Designated Authorized Signator of Trinity University. To view the Authorized Representatives for Trinity please see the [Contract Policy and Procedures](#). To view the list of Designated Authorized Signators please see: <https://drive.google.com/drive/folders/10TucECN6uOqovyecErVi1q6psBx6EXw>.

Department Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name and Department

Enter your name/RSO and the name of the SED staff member that approved the event/agreement

Enter the date that you completed/reviewed

<sup>1</sup> Licensee signature is required prior to submission for TU signature.

## EXHIBIT A

Select the type of event/  
insurance required

Supplier/Third party initials the selected  
insurance requirements

Trinity requires Licensee to provide proof of insurance. Licensee agrees to maintain until all of Licensee's obligations under this Agreement have been fully performed, with insurance companies licensed to do business in the State of Texas and that have an A.M. Best rating of A- or better, the following types and amounts of insurance at Licensee's sole cost.

To the extent permitted by law, all insurance policies shall endorse Trinity University, its trustees, officers, employees, agents, and volunteers as Additional Insured, shall provide at least thirty (30) days advance written notice of any material change in or cancellation of the coverage, and will be primary and non-contributory. Licensee agrees to a waiver of subrogation in favor of Trinity for any policy for which Trinity is not endorsed as an Additional Insured.

### ☐ Ambulance Service

Licensee Initials \_\_\_\_\_

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured.

Auto Liability: \$1 million per Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability.

Professional Liability: \$5 million per Occurrence; if claims made policy include 3 year extended reporting period.

### ☐ Amusement Companies (including carnival rides, inflatables and dunk tanks)

Licensee Initials \_\_\_\_\_

Commercial General Liability: \$3 million per Occurrence/\$5 million aggregate with Trinity University endorsed as an Additional Insured.

No participant exclusion.

Auto Liability: \$2 million per Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

### ☐ Other Amusement Services (including caricaturists, henna tattoos, etc.)

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured.

Auto Liability: Private passenger vehicle parking on campus: \$100,000/Person, \$300,000/Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

### ☐ Entertainers & Performers (including comedians, concerts)

Licensee Initials \_\_\_\_\_

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured.

Auto Liability: \$1 million per Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Limit for Any Autos including owned, leased, & hired.

Bus Parking on Campus: \$1 million per Occurrence, Combined Single Limit for Any Autos.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

### ☐ Martial Arts, Zumba, Yoga, & Other Fitness Instructors/Events

Licensee Initials \_\_\_\_\_

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured.

No sexual abuse exclusion.

Auto Liability: Private passenger vehicle parking on campus: \$100,000/Person, \$300,000/Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

### ☐ Medical Services Provided to Institution (including Blood Drives)

Licensee Initials \_\_\_\_\_

Professional Liability: \$5 million per Occurrence for any professional medical provider including counselors. If claims made policy include 3 year extended reporting period.

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured.

No sexual abuse exclusion.

Auto Liability: \$1 million per Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

Network Security and Privacy Liability: Recommended if provider's computer or printing systems or sales transactions use an institution owned phone switch, backbone, LAN or WAN. Include protection for individuals whose records are shared with provider. (Identity theft)

\$3 Mil per occurrence/aggregate (Small Companies, under \$250 Mil in revenue)  
\$5 Mil per occurrence/aggregate (Mid-Size Companies, between \$250 Mil and \$1 Billion in revenue)  
\$10 Mil per occurrence/aggregate (Large Companies, over \$1 Billion in revenue)

**Outdoor Adventure Outfitters**

**Licensee Initials** \_\_\_\_\_

Commercial General Liability: \$2 million per Occurrence with Trinity University endorsed as an Additional Insured.

Auto Liability: \$5 million per Occurrence, Combined Single Limit with Trinity University endorsed as an Additional Insured recommended if outfitter provides transportation.

Protection and Indemnity: Greater of \$1 million per Occurrence OR \$100,000 per Occurrence per Passenger Seat with Trinity University endorsed as an Additional Insured recommended if outfitter provides/uses watercraft (canoes, kayaks, etc.) If included in CGL must be specifically stated on Certificate of Insurance.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

**Photographers and Videographers**

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured.  
No sexual abuse exclusion.

Auto Liability: \$100,000 per person/\$300,000 per Occurrence, for Any Autos including owned, leased, non-owned, and hired vehicles.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability.

\*\*Additional Insurance Coverage may be required if Drones are used.

**Tabling Vendors**

**Licensee Initials** \_\_\_\_\_

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured and no sexual abuse exclusion.

Auto Liability: Private passenger vehicle parking on campus: \$100,000/Person, \$300,000/Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

**Therapeutic Animals**

**Licensee Initials** \_\_\_\_\_

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional

Auto Liability: Private passenger vehicle parking on campus: \$100,000/Person, \$300,000/Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

**Wellness/Health/Benefit Fairs/Massage Therapists**

**Licensee Initials** \_\_\_\_\_

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured.  
If distributing food or products: Products and Completed Operations.

Auto Liability: \$1 Million per Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

Professional Liability: \$1 million per Occurrence if professional medical services are provided (i.e. massage)

**Other Service (specify):** \_\_\_\_\_ **Licensee Initials** \_\_\_\_\_

Commercial General Liability: \$1 million per Occurrence with Trinity University endorsed as an Additional Insured and no sexual abuse exclusion.

Auto Liability: Private passenger vehicle parking on campus: \$100,000/Person, \$300,000/Occurrence, Combined Single Limit for Any Autos including owned, leased, & hired.

Workers' Compensation Statutory Benefits: Statutory Benefits; \$1 million Employer's Liability

Other Insurance (specify): \_\_\_\_\_

Enter type of services  
provided if not listed above

Consult Risk Management to determine if  
additional insurance is required.

This Exhibit is hereby incorporated into the License Agreement Relating to Services Provided to Student Organization.