

Descriptions of Standard Agreements

Academy for Lifelong Learning Participant Release and Indemnification Agreement - A release form to be signed by members of the Academy for Lifelong Learning when engaging in LSCS sponsored activities that may pose a risk.

Authorization To Release Educational Records - A release form for students to disclose personal identifiable information to third parties from their educational records. Student selects which information (if any) to be disclosed.

Consulting Agreement - An agreement to engage the use of a consultant.

Contract for Professional Services - An agreement to contract for professional services such as engineering, land surveying, and minor architecture.

Cooperative Internship Work Agreement - An agreement to allow an LSCS student to work as a paid intern for a third party and to receive class credit.

Education Affiliation Agreement - Allows students to attend educational facilities as part of the LSCS programs curriculum. The facility and LSCS faculty work together to develop a program for the students participating in the facilities.

Facility Use Agreement - An agreement allowing another entity to use a LSCS facility.

Facility Use Request Form - A form allowing an LSCS employee to reserve a LSCS facility for another entity, and should be followed with an executed standard form: OGC-S-2009-23 Facility Use Agreement.

Health Occupation Affiliation - Allows students to attend clinics and/or hospitals as part of the LSCS programs curriculum. The hospital and LSCS faculty work together to develop a program for the students participating in the facilities.

Honorarium - An agreement where at the discretion of LSC, compensation is given to the professional for their time and travel expenses if any, and is not a fee charged by the professional. A professional or famous person symbolizes respect, esteem, or admiration and is addressing a conference or an event.

Independent Contractor - Up To \$5,000 and \$5,000 And Above - An Agreement wherein a company or individual is providing a basic service, such that a more formal agreement is not required. Generally speaking, an independent contractor is not directly supervised by the System and can determine the best method and control the manner in which to complete the service.

Letter of Contract – An agreement that may be used when accepting a proposal or statement of work from a vendor. The Letter of Contract is signed by LSCS accepting the services contained in the vendor’s proposal and then sent to the vendor for signature. The vendor’s

proposal should not contain additional terms and conditions, rather it should list the services to be performed and the price to be charged.

LSCS Art Gallery Loan Agreement – Owner lends LSCS an art item to be displayed for an agreed time frame.

Officiating Services Independent Contractor Agreement - An Agreement, where an individual is providing officiating, refereeing, and/or scorekeeping services to LSCS for a sporting activity. This agreement could be signed once per year for the entire year, or for each event.

Owner-Contractor Construction Agreement - An Agreement wherein a company is providing construction services. The company will provide a Scope of Work and LSCS accepting the services will attach the Scope of Work as Exhibit A to the agreement.

Owner-Contractor Construction Agreement For Use With Uniform General Conditions - An Agreement wherein a company is providing construction services. The company will provide a Scope of Work and LSCS accepting the services will attach the Scope of Work as Exhibit A to the agreement. All work shall be completed in accordance with the construction documents provided by LSCS, if any, and the LSCS Uniform General Conditions. Intended for large construction projects.

Participant Release and Indemnification Agreement - A release form to be signed by students or non-LSCS employees when engaging in LSCS sponsored activities that may pose a risk.

Partnership For Award Of Dual Course Credit Agreement - An agreement between LSCS and an Independent School District to award dual credit to students.

Partnership For Award Of Online Dual Course Credit-Addendum A - An addendum to the Partnership For Award Of Dual Course Credit Agreement to allow students to participate in LSCS online courses to earn credit.

Performer - An agreement compensating a performer such as an actor, musician, artist, entertainer, etc...

Purchasing for Goods and Services - This agreement may be used anytime goods are procured in conjunction with a service; for example: catering, events, movers, etc...

Request to Opt Out of Directory Information – A release form for students to request to withhold directory information from being release by LSCS.

Rider to Transportation Agreement - An agreement to supplement any type of vendor's agreement for transportation services, to transport students, faculty, and staff from campus to another location.

Speaker - An agreement compensating an individual giving a speech or lecture.

Student Art Release Form - Form for a student to sign when they permit LSCS to display their art work. Artist continues to have full legal title to the art work.

Study Abroad Participant Agreement-Assumption of Risk, Waiver of Liability and Indemnification - An agreement for students to complete when participating in a Study Abroad program. For students under 18 years of age, their guardian would also sign.

Subcontract-Partnership Agreement - An agreement for use with LSCS grant applications. The agreement defines the relationship between LSCS and its grant applicant partners.

Uniform General and Supplementary General Conditions-Building Construction - Uniform General and Supplementary General Conditions for Lone Star College System Building Construction Contracts.

Venipuncture Participant Release and Indemnification Agreement - A release form to be signed by students in the Program when they will be asked to draw blood by venipuncture or by finger stick and/or to perform bleeding time on other Program students.

Volunteer Release Form - A release form to be signed by each individual volunteering services or assistance for LSCS. This form also allows LSCS to complete a criminal background check on the volunteer.