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## Hotel and Event Contract Policies and Procedures

The policies and procedures detailed below are for Cockrell School of Engineering departments and centers and apply to contracts with hotels (with and without overnight sleeping room arrangements) and events.

### General Information

Please review the Vice President and Chief Financial Officer's website on Business Contracts and Agreements at [http://www.utexas.edu/business/vp/contracts\\_agreements/](http://www.utexas.edu/business/vp/contracts_agreements/). This site contains information on procedures and provides sample contract documents.

In the following information, the phrase "Terms and Conditions" refers to contract clauses about Indemnification, Liability and Insurance, Breach of Contract Claims, or any other condition that would create an unmanageable risk to the University.

### Signature Authority

Vice President and Chief Financial Officer, Business Contracts Office.

The following contracts must be signed by the Business Contracts Office:

- Hotel contracts with an estimated cost of over \$50,000.
- An agreement for any dollar amount for housing attendees that is not a hotel, such as Dobie Center, non-UT dormitories, etc.
- An event not held at a hotel, for any dollar amount, that has Terms and Conditions.

Cockrell School of Engineering Dean's Office.

Signature authority for hotel contracts has been delegated by the President of the University to three people in the Cockrell School of Engineering. No one else is authorized to sign a hotel contract.

Gregory L. Fenves, Dean  
Wes Queen, Assistant Dean  
Catherine M. Polito, Executive Director of the Center for Lifelong Engineering Education

The following contracts must be signed by the Dean's Office:

- Hotel contracts with an estimated cost under \$50,000 including contracts for catering or non-sleeping or meeting room rentals.
- A contract for a room block and the rooms and related expenses will be paid for by individuals using the rooms.

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## Departmental Office.

The following contracts can be signed by the Department:

- Contracts for hotel rooms, meeting rooms, and catering with UT departments such as AT&T Executive Education and Conference Center, Thompson Conference Center, Texas Union, PRC Commons, etc.
- Confirmation type event contracts with a total value not exceeding \$5,000 (including the possibility of cancellation or attrition charges) that does not have Terms and Conditions.

## **General Procedures**

### Standard Hotel Agreement.

The standard hotel agreement is the preferred template for contracting with a hotel. The standard agreement has standard hotel clauses, protects the University from unmanageable risk or unforeseen liability, and is in compliance with the Board of Regents' Rules and Regulations and State of Texas law. Most hotels in Austin have agreed to use the standard contract and most hotels outside of Austin will use it if you ask them to. It is the department's responsibility to negotiate the contract and terms. When you first talk with a hotel representative, ask them first to use the UT Standard Agreement. This will make the review process go much quicker. The standard hotel agreement is item #9 on the Standard Business Agreement website at

[http://www.utexas.edu/business/vp/contracts\\_agreements/contract\\_std\\_agrmnt.html](http://www.utexas.edu/business/vp/contracts_agreements/contract_std_agrmnt.html). Be sure to use the most recent version.

### Hotel Contract Addendum.

If a hotel will not use the UT Standard Agreement, you will need to prepare the Hotel Contract Addendum and attach it to the hotel's contract. It can be found at the above website, item #10. The signature space on the contract must include the following statement:

**The parties agree to the provisions of The University of Texas at Austin, Hotel Contract Addendum, which is attached and hereby incorporated by reference. UT's initials \_\_\_\_\_ Hotel's initials \_\_\_\_\_**

### Name of Entity on Contract.

The hotel or vendor is contracting with The University of Texas at Austin. This should be clearly represented on the contract as well as the name of your department. You are allowed to add an event or program name and it can be represented as "The University of Texas at Austin, Department Name, Event/Program Name."

## **Contracts Sent to VP-CFO, Business Contracts Office**

Please see the Business Contracts Office's website for detailed information on what they require. [http://www.utexas.edu/business/vp/contracts\\_agreements/contract\\_procedure.html](http://www.utexas.edu/business/vp/contracts_agreements/contract_procedure.html).

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## Contracts Sent to the Dean's Office

You are not required to send a business contract review form to the Dean's Office.

The signature line for contracts and addendums to be signed in the Dean's Office should read as follows:

Wes Queen, Assistant Dean  
Cockrell School of Engineering

Send two originals (and addendums if necessary) for signature to Cindy Brown. Instead of sending hard copies, you can send a document electronically that can be printed in the Dean's Office and signed. Please be sure that if either a PDF document or Word document is sent and it includes the addendum, that the signature space on the contract includes the following statement:

**The parties agree to the provisions of The University of Texas at Austin, Hotel Contract Addendum, which is attached and hereby incorporated by reference. UT's initials \_\_\_\_\_ Hotel's initials \_\_\_\_\_**

Two original contracts will be signed and sent back to you. You will also be sent a PDF copy of the contract that can be sent to the hotel to confirm your reservation until they receive the original. The hotel should send you back a signed original. Please send a PDF copy of this signed original to the Dean's Office for filing and attach the original signed contract to the voucher to pay the hotel.

## Special Circumstances

If a hotel or event contract will be paid with funds that are not held with the University, the University should not be a party to the contract. This happens when a student organization or professional organization will be paying the contract with their own funds. The contract will be between the hotel and the student organization or professional organization.

## Contact Information

VP-CFO, Business Contracts Office, MAI 102, G4900

Debra Stevens, Business Contracts Administrator, 471-8200, [stevens@mail.utexas.edu](mailto:stevens@mail.utexas.edu)

Terri Shrode, Associate Business Contracts Administrator, 471-7400, [tshrode@austin.utexas.edu](mailto:tshrode@austin.utexas.edu)

Taylor Pfaff, Associate Business Contracts Administrator, 471-4412, [taylor.pfaff@austin.utexas.edu](mailto:taylor.pfaff@austin.utexas.edu)

Engineering Dean's Office

Wes Queen, Assistant Dean, ECJ 2.508, C2100, 471-4159, [wqueen@mail.utexas.edu](mailto:wqueen@mail.utexas.edu)

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