The attached Payment Request Form (“Form”) is to be completed when engaging an individual who is not a current Columbia College Chicago employee (“Guest”) to speak, present, or perform in a classroom or at a college event, such as a conference or symposium (“Event”). **This form can only be used to process payments of $500.00 or less for Events that do not involve a significant risk of personal injury or property damage and do not provide for airfare, hotel or other travel-related arrangements.** If the activity or payment amount does meet the requirements herein, please see the Independent Contractor Policy.

**Instructions:**

1. Please complete and submit a copy of the completed Form to Guest.
2. If Guest does not already have a W-9 on file with the college, please require Guest to complete and submit a completed W-9 to Accounts Payable at [accountspayable@colum.edu](mailto:accountspayable@colum.edu).
3. In order to process the payment to Guest within thirty (30) days of the Event, please ensure the completed Form and a voucher payment request are submitted to Accounts Payable no later than one (1) week after the Event.

**The college employee completing the form certifies the following:**

* The Event does not involve a significant risk of personal injury or property damage;
* The Event is a one-time or infrequent event and Guest will not be providing ongoing services to the college;
* Guest will not be with a student or students without a Columbia employee present;
* Guest is not a current employee of the college; and
* The department chair has approved this Event and/or Guest.

This form is to be completed to request payment for an individual who is not a current Columbia College Chicago employee (“Guest”) to speak, present, or perform in a classroom or at a college event, such as a conference or symposium (“Event”).

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| **Requestor Information:** |  |  |
| Name of Requestor: |  |  |
| Requestor Email Address: |  |  |
| Requestor Telephone Number: |  |  |
|  |  |  |
| **Event Information:** |  |  |
| Name of Event: |  |  |
| Date of Event |  |  |
|  |  |  |
| **Payment Information for Guest:** |  |  |
| * 1. Name: |  |  |
| * 1. Address: |  |  |
|  |  |  |
| * 1. Email address: |  |  |
| * 1. Performance Fee: |  |  |
|  |  |  |
| **Details of Event:** |  |  |
| 1. Length: |  |  |
| 1. Topic: |  |  |
| 1. Other Relevant Information: |  |  |

**Terms:**

1. **Performance Fee.** Columbia shall pay Guest the Performance Fee within thirty (30) days after Guest’s participation in the Event.
2. **Permission to Livestream, Photograph, and Record.** Columbia may livestream the Event or make audio and video recordings of Guest’s performance for educational and archival use.
3. **Cancellation.** Columbia reserves the right to cancel the Event upon written notice without further obligation to Guest. Should either Columbia or Guest need to cancel the Event, the parties may reschedule the Event by mutual agreement.
4. **Guest must submit a completed W-9** if this is Guest’s first Event at Columbia College Chicago. Completed W-9 forms must be sent to [accountspayable@colum.edu](mailto:accountspayable@colum.edu).
5. **Covid-19 Test** During Spring Semester 2021, all Guest must obtain a negative COVID-19 test on the day they will be on campus prior to the event/program. The testing must be performed at the college’s on campus testing site. If the event/program occurs over a weekend, testing should be performed the prior Friday.

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| Chair approval: |  |
| Date of approval: |  |