

Instructions: [The Guest Lecturer Acknowledgement](#) Form is for non-paid (or honorarium) non-Mason speakers/presenters who are **not** directly interacting with students. Alumni must also fill these out.

Completed Forms are due **at least** 5 days before the event and emailed to [RSO@gmu.edu](mailto:RSO@gmu.edu). Submit this form earlier to ensure there is time for any follow-ups. The Mason360 Event Submission will be approved once all guest lecturer forms are turned in.

If the form is not filled out correctly or is late, the guest speaker may not attend the event. Please look closely at the below sample and take note of the yellow instruction boxes.

## GUEST LECTURER ACKNOWLEDGEMENT

This Agreement is designed to promote and preserve a safe environment for all who participate in a George Mason University ("University") sponsored event or authorized activity ("Event") on campus. The University does not sponsor, endorse, or make any express or implied warranties for Guest Lecturer and nothing contained in this Acknowledgement shall be construed to create any partnership or joint venture between the parties. The relationship of the parties to each other is solely that of independent contractors. In consideration of the mutual promises and benefits hereunder and other good and valuable consideration, Guest Lecturer agrees to all of the following:

- 1. Compliance with Laws and University Policies, Rules and Procedures.** University facilities are intended primarily for the use of its students and employees in their efforts to advance the educational mission of the University. No use shall be permitted that is inconsistent with the mission of the University.  
(<https://universitypolicy.gmu.edu/policies/utilization-of-facilities-by-the-general-public/>). Guests Lecturers are expected to act responsibly and respect the rights of the University community. All Guests Lecturers are subject to federal and state laws, county and municipal ordinances, and applicable policies, procedures, rules, and regulations of the University. Certain criminal or civil offenses or other behavior may by their very nature pose a serious and substantial danger to the University community. Violations of laws, ordinances, policies, rules, procedures, and regulations may subject the Guest Lecturers to criminal prosecution, civil action, administrative trespass, and immediate removal from the Event, removal from any future event and any other appropriate restriction.
- 2. Services.** Guest Lecturer acknowledges that Guest Lecturer is voluntarily donating their time and effort ("Services") for the benefit of the Group (identified below) because of their interest in supporting the Group and its mission. The Services are offered freely and without pressure or coercion, direct or implied from any member of the Group or any employee of the University.
- 3. Insurance.** The University recommends Guests Lecturers have their own health and auto insurance. If Guest Lecturer is injured while performing Services, Guest Lecturer understands Guest Lecturer's health insurance will provide coverage for Guest Lecturer. If Guest Lecturer drives their vehicle while performing Services, Guest Lecturer's automobile liability insurance will provide insurance coverage for Guest Lecturer.
- 4. Prohibited Items.** Guest Lecturer understands they may not bring a weapon or a prop weapon (as defined in University Policy 1120, <https://universitypolicy.gmu.edu/policies/weapons-on-campus/>), and any alcohol beverages or controlled substances to the event or inside any University building.
- 5. Acknowledgment of Risk.** Guest Lecturer understand that Guest Lecturer has voluntarily chosen to participate in the Event and that participation in any such Event involves some element of risk, including but not limited to, property damage or loss, personal injury, bodily injury, and death. Guest Lecturer understands and acknowledges that potential risks to their health and personal property may be associated with Guest Lecturer's participation in the Event and recognizes that the University cannot guarantee Guest Lecturer's safety, however, Guest Lecturer voluntarily is assuming those risks.
- 6. Liability.** To the extent provided by the laws of the Commonwealth of Virginia, the University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Acknowledgment. Guest Lecturer agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to the Acknowledgment. Guest Lecturer agrees to hold harmless Guest Lecturer for claims brought against Guest L

"Name of Group" Is the name of the organization or the company/business the speaker is affiliated with.

GUEST HAS READ AND UNDERSTANDS THE ABOVE PROVISIONS AND AGREES TO BE BOUND BY THEM AS INDICATED BY GUEST'S SIGNATURE BELOW.

Sally Sample

Print Guest Lecturer Name

George Mason University

Name of Group (Organization or Department)



Guest Lecturer Signature

11/15/2021

Date

Guest Lecturer must print out the form, their signature MUST be hand-signed on the printed page 1(wet-signed), and they then scan BOTH pages and send back to the RSO for review. George Mason University does not accept digital signatures.

GUEST LECTURER ACKNOWLEDGEMENT

Guest Lecturer Information

Guest Lecturer Name: Sally Sample

Brief Description of Topic: How to fill out a Guest Lecturer Form

Event Information

Event Title: Guest Lecturers and You

RSO Name: RSO Lead Team

Date: 12/15/2021 Time: 5-6pm

Location: Virtual Event and In-Person: HUB Ballroom, Fairfax Campus

25Live Reservation#: 2021-ABCDEF

Date and time must reflect the 25Live reservation information and the Mason360 Event Submission

The form is not accepted without a 25Live Reservation # (In-person and Virtual events). The sample # above shows the correct format that must be included on the form.

*Virtual Events: Search "Virtual" location in 25Live.*