WALLA WALLA UNIVERSITY
APPROVAL PROCESS
FOR
CONTRACTS/AGREEMENTS/LEASES

THIS FORM MUST BE COMPLETED PRIOR TO SIGNING CONTRACT

Attach contract with all attachments and pertinent documentation and submit at least 30 days prior to intended effective date. Please route in the department order given below:

<table>
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<tr>
<th>Reviewed by:</th>
<th>Signatures</th>
<th>Approved</th>
<th>Not Approved</th>
<th>Date</th>
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<tbody>
<tr>
<td>1. Department Chair/Director*</td>
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<td>2. Risk &amp; Safety Management</td>
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<td>3. President/Vice President/Associate Vice President</td>
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<td>4. Return to Risk &amp; Safety Management</td>
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<td>5. Signed original returned to the initiating Department</td>
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*Signature on this line indicates review and agreement to the contract and that sufficient budget is available to cover the cost of the contract.

BOAT/VEESSEL LEASE AGREEMENT - STANDARD CONTRACT

Name of Contract: ____________________________

Person Submitting Contract: ____________________________ Phone Extension: ____________________________

University Department: ____________________________ Return to Department on or before: ____________________________ (Due date)

Other Party Representative Name: ____________________________ Other Party Phone: ____________________________

Other Party Address: ____________________________ Other Party Fax: ____________________________

Other Party Email: ____________________________

Board of Trustees Authorized Signers:
- President
- Vice President for Academic Administration
- Vice President for Financial Administration
- Vice President for Student Life
- Vice President for University Relations and Advancement
- Associate Vice President for Academic Administration
- Associate Vice President for Alumni and Advancement Services
- Associate Vice President for Financial Administration
- Associate Vice President for Graduate Studies
- Associate Vice President for Marketing and Enrollment Services

The following contracts will not be reviewed by Risk & Safety Management:
- Director of Facility Services: Applications for permits and WWU Contractor Terms & Conditions under $100,000
- Director of Human Resources, Vice President/Associate Vice President for Academic Administration: Employment Contracts
- Director of Information Technology: Technology Contracts

Comments: ____________________________

For additional contract policy information, see Risk & Safety Management website: http://www.wallawalla.edu
Revised 08-07-17
WALLA WALLA UNIVERSITY
BOAT/VESSEL LEASE AGREEMENT

THIS AGREEMENT is made and entered into this date by and between WALLA WALLA UNIVERSITY, a Washington non-profit corporation (hereafter referred to as “WWU”) and ______________________________ (hereafter referred to as “Lessor”).

WITNESSETH

1. **Lease.** WWU agrees to lease from Lessor the following-described vessel, with operator:
______________________________________________________________________________________.

2. **Time and Location of Use.** The lease will begin on __________________________, and continue through ______________________________. The vessel shall be used in conjunction with/for (event and location) ______________________________________________________________________________.

3. **Compensation.** WWU agrees to pay _______________________________________ for a _________________________________________________________________ with operator.

4. **Responsibility of WWU.** WWU agrees to provide excess liability insurance for all activities surrounding use of the vessel.

5. **Responsibility of Lessor.** The Lessor will provide property damage and minimum $100,000 liability insurance coverage, and will provide current proof of coverage with this Agreement. WWU shall not be responsible for any damage to the vessel or equipment. All occupants must wear a Personal Flotation Device at all times and sign a WWU waiver.

Lessor shall comply with mandatory boating safety education for all operators of motor driven vessels of 15hp or greater, unless exempt. (RCW 79A.60.640, effective January 1, 2016.)

For motor driven vessels of 15hp or greater, Lessor will provide with this Agreement a copy of all required operators’ Washington Boater Education Cards per the above RCW. All operators shall carry the Card in their possession while operating the vessel. Lessor will ensure that all operators have reviewed and will carry their issued copy of the Motor Vessel Safety Operating and Equipment Checklist on the vessel (WAC 352-78-090).

6. **Condition of Vessel.** Lessor represents that the vessel is in good working order, meets all water safety regulations and has a current license. Lessor will provide skilled and experienced operators, and will always maintain proper safety equipment according to the requirements of the Coast Guard and the State of Washington.

WALLA WALLA UNIVERSITY

________________________________________
Title: ___________________________________

Date____________________________________

LESSOR

________________________________________

Date____________________________________

Revised January 1, 2016