

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 2/23/2024

Contract/Agreement Vendor:   
Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase , any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review:

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal **&/or** Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO  
 If yes, Technology Admin:

Leadership Team Member:  

Funding Source:    
Fund/Project OCAS Coding

**Consent**

**Action**

**Summary** This area must be complete with full explanation of contract

**The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:00a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.**

## NSU Broken Arrow Campus Art Display Policies

Thank you for your interest in sharing your art with us! The art gallery at NSU Broken Arrow is located at the East entrance of the Administrative Services building, on both the first and second floors. Artists may take all or part of the available space.

Our gallery has approximately 160 linear feet of wall space on the two floors, both of which have 9-foot ceilings. The gallery is equipped with a picture rail system with flexible hanging rods and fittings that adjust to any size or type of art installment. In addition, we have tables available for sculpture and other three-dimensional art. Dinners, receptions, weddings and other events are often held in the Gallery, so we keep art on the walls or around the perimeter of the room to allow room for guests.

Areas used must be left in the same condition in which you found them. Tape or any other adhesive devices, or anything which may leave a hole or damage any walls or fixtures, is not allowed.

You are welcome to sell your art at NSU. **NSU does not charge a fee or commission on any art sold**, so you take 100% of your sales. The NSU Events Coordinator is your liaison and will assist you in distributing information or collecting payments. If you wish to offer a discount to NSU faculty, staff and students during all or part of your show, you may provide details to the Events Coordinator.

Art Shows are typically scheduled for a calendar month unless other arrangements are made and approved. Please coordinate with the Events Coordinator to schedule your set-up and tear-down times.

We will promote your art show in our internal publications. Please provide us with a biography and information about you and your art. You may also promote your show at NSU through your own networks.

You may have a reception if you choose, but you must use our Sodexo campus catering service for all food and beverages served on campus. You may contact our catering manager, Justin Kelley, at [sodex001@nsuok.edu](mailto:sodex001@nsuok.edu) or at 918-444-2550.

Our gallery is generally open from 8 a.m. – 8 p.m. Monday – Thursday, 8 a.m. – 6 p.m. on Friday, and 9 a.m. – 4 p.m. on Saturdays (pending other events on campus). We are closed on Sundays and on school holidays/breaks. Hours can be extended for special events by request.

The gallery is patrolled by campus police and protected by camera surveillance. Theft, casualty and damage, while a rare possibility, is not the responsibility of Northeastern State University. We ask that you sign the attached Waiver and Release Agreement before installing your art display.

To schedule your art show, call NSU BA Events Coordinator Wendy Reed at 918-449-6121, or email at [reed84@nsuok.edu](mailto:reed84@nsuok.edu).

**Northeastern State University Broken Arrow  
3100 E. New Orleans  
Broken Arrow, OK 74014**

## ART DISPLAY WAIVER AND RELEASE AGREEMENT

I have read the art display policies and agree to abide by them. I further agree not to cause any damage or harm to NSU buildings or property while setting up or tearing down my installation. I understand that I can be charged for damages that I or my representatives cause, should any occur during the time of my art display.

I understand and hereby acknowledge that Northeastern State University is not and will not be responsible or liable for any damage, theft, casualty, loss, or destruction involving my personal property and that the University does not carry insurance for any damage, theft, casualty, loss or destruction involving my property that is displayed or stored on campus.

I understand and hereby acknowledge that if my property is damaged, lost, stolen or destroyed for any reason or by any cause, including but not limited to acts of God, nature, weather, fire, theft or otherwise, the University is not responsible therefore; and, in such an event, my only recourse will be any insurance that I have. I, individually, and on behalf of my heirs, successors, assigns and personal representatives, agree as follows:

To release, acquit and forever discharge Northeastern State University and its employees, agents, servants, officers, trustees and representatives from any and all liability, claims, demands, actions, causes of action, judgments, costs, and expenses (including reasonable attorney's fees) which I now have or may have in the future, of whatever kind or nature and howsoever originating, which arise from or by reason of any loss, damage, injury (including death) or destruction of property during or in connection with the art display.

**Art Show Title:** Broken Arrow Public Schools – District-wide Art Show

**Contact:** Adam Foreman

**Phone Number:** 918-259-8563

**Email Address:** ajforeman@baschools.org

**Set-up Dates:** Friday, April 5-Saturday, April 6, 2024

**Show Dates:** Monday, April 8-Thursdays, April 18, 2024

Awards: Thursday, April 18, 2024

**Tear-down Dates:** Friday, April 19-Saturday, April 20, 2024

**Areas:** Admin: art gallery, first & second floor lobbies; Education, Business & Technology, Library, Liberal Arts, Science buildings--hallways and common areas in buildings

**Additional Equipment Needed** (pending Approval by NSUBA Auxiliary Services) :

Need count of 6' tables needed and directions as to counts for each building.

**In signing this Waiver and Release, I hereby acknowledge and represent that I have read the foregoing Waiver and Release, that I understand its content and terms, and that I understand that such terms are contractual, and I sign it voluntarily.**

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**Broken Arrow Schools Representative**

**Date**

*Wendy L. Reed*

2/23/24

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**NSU Representative**

**Date**