



## 2017-18 Statement of Fiscal Procedures for Non-Roster Artists

This document outlines the relationship between Young Audiences of Oregon, Inc., hereinafter referred to as YA, and \_\_\_\_\_, hereinafter referred to as Artist.

The relationship between YA and Artist is a fiscal relationship.

**Artist agrees to:**

Indemnify and hold harmless YA and its agents and employees from and against any and all claims, suits or actions of whatever nature resulting from or arising out of the activities of Artist or the school, their agents or employees under their Non-Roster Application. Nothing in this document shall be construed as consent to any suit brought against YA in any federal or state court.

**It is mutually understood and agreed that:**

Artist is an independent contractor, not an employee of YA. As such, Artist shall bear all expenses related to the residency, performance, workshop or other arts related service.

Artist is not currently employed by any school district, either full-time or part-time. If Artist is employed by a school district please give the district name, \_\_\_\_\_, and the capacity in which you are employed (including school names), \_\_\_\_\_.

Payment of all federal and state taxes and other charges imposed by law or contract upon employers and self-employed persons including health, liability, unemployment, disability insurance and Worker’s Compensation, shall be the sole responsibility of Artist. Artist is required to complete and submit a W-9 form each year in order to receive payment from YA.

For programs up to 15 days in length, payment will be made in full on the first pay date after the work has ended. For programs 15-60 days long, 50% of the fee will be paid at the mid-point of the work and the balance upon completion. For programs over 60 days long, four equal payments will be evenly spaced over four dates, the first payment occurring on the first pay date one-quarter of the way through the work and the final payment occurring on the first pay date after the end of the work. An artist pay schedule can be found here: [www.ya-or.org/media/17-18-Payment-Schedule.pdf](http://www.ya-or.org/media/17-18-Payment-Schedule.pdf)

No payment will be made without an invoice and a completed W-9. Invoices for 2017-2018 services are void if not submitted by School or Artist to Young Audiences by **June 20, 2018 at 12pm**. This document is valid for all Artists’ in-school services during the 2017-2018 school year for which Young Audiences is the fiscal agent unless there is a change in policy or Artist’s information.

Acknowledged and agreed on date signed:

Artist’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Artist Name (printed): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Payment cannot be made without a signed copy of this document on file with Young Audiences.  
Keep one copy for your records. Return a signed copy to Young Audiences.