

MEMORANDUM OF DELEGATION

CONTRACT AUTHORITY

TO: Brad Dell
Chair, Department of Music and Theatre

The President of Iowa State University has delegated to me as Interim Senior Vice President for Operations and Finance authority to sign contracts on behalf of Iowa State University except on matters for which the Board of Regents has retained authority. I am permitted to delegate my authority to others.

I authorize you to sign the following on behalf of Iowa State University:

Agreements for short-term or intermittent use of the Simon Estes Music Hall, which the Department of Music and Theatre manages, using a template approved by the Office of General Counsel.

Your authority is limited as follows:

1. You may not sign any agreement for short-term use of ISU facilities that has a term longer than fourteen consecutive days or any agreement for intermittent use of ISU facilities that has a term longer than one year.
2. You must ensure an event authorization request is submitted to the University Event Authorization system when required by university guidelines.
3. You may not sign any contract that you have been instructed not to sign.
4. You may not re-delegate your authority to others.

This delegation shall be effective as of the date below and shall remain in effect so long as you remain in your position as Chair of the Department of Music and Theatre, unless revoked sooner by the President of Iowa State University, by me, or by my successor.

Signed this 29th day of December, 2023

Heather L. Paris

Heather Paris

Interim Senior Vice President for Operations and Finance

Send copies of completed delegation to:
Office of General Counsel