



IOWA STATE UNIVERSITY

STUDENT GOVERNMENT

Election Commission | electioncommission@iastate.edu

Use Agreement Form

A use agreement documents approval of use of an organizations resources in a candidate or slates campaign. This use agreement document serves a purpose of protecting both organizations and campaigns.

Campaign team submitting form:

Student Organization:

Please indicate purpose of Use Agreement form:

- ☐ Listserv usage
- ☐ Signboards
- ☐ Digital Advertising

According to the purpose of this use agreement form, indicated by the previous question, please attach only the related documents, signed by both the campaign team and the organization agreeing to provide resources.



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Section 1. Organization Information. (Organizations must complete section 1 to outline the terms of use for a resource they are providing to the campaign and provide contact information for the organization)

Organization name	Presidents name	Advisors name
	Presidents email @iastate.edu	Advisors email @iastate.edu

Section 1.1 Terms of Use (Organizations must complete section 1.1 to outline the terms of use for a resource they are providing to the campaign) Instructions: Please check and fill out the boxes to complete the terms of use of which the Organization and campaign agrees to. This section must be filled out by the organization only.

List A Use agreement relating to Listservs

- ☐ The campaign has permission to use the following listserv: _____ owned by the organization listed on this form.
- ☐ The campaign must only use the listserv _____ amount of times.
- ☐ The campaign has permission to use the listserv an unlimited amount of times during the current Election Cycle.
- ☐ The campaign must only use the listserv between the hours of ____:____ and ____:____.

Additional Terms

List B Use agreement relating to Signboards and/or Digital Display Ads

- ☐ The campaign has permission to reserve signboards under our organization name to be displayed between the dates of _____ and _____.
- ☐ The campaign has permission to request for special permission for additional signboards than allotted.
- ☐ The campaign has permission to request for special permission for additional reservation time.
- ☐ The campaign has permission to request a free, Student Organization Digital Display Ad.

Additional Terms

By signing below, I affirm that the information listed in Section 1 is accurate and was completed by a representative of the Organization, and furthermore, agree to the terms of use listed in section 1.1 Terms of Use.

President (Organization) Signature

Date

Advisor Signature

Date



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Section 2. Campaign Information. *(Campaigns must complete section 2 to provide contact information for the organization) fill in the sections most applicable to your campaign.*

Campaign Team	Presidential Slate Name	Vice Presidential Slate Name
Campaign Type <input type="checkbox"/> Executive Slate <input type="checkbox"/> Senatorial Candidate	Presidential slate email @iastate.edu	Vice Presidential Slate email @iastate.edu
Please indicate which use agreements are being submitted: <input type="checkbox"/> List A: Listservs <input type="checkbox"/> List B: Signboards	Senatorial slate	Senatorial slate email @iastate.edu
By signing below, I affirm that the information listed in Section 1 is accurate and was completed by a representative of the Organization, and furthermore, agree to the terms of use listed in section 1.1 Terms of Use.		
Signature of Presidential Slate		Date
Signature of Vice Presidential Slate		Date
Senatorial Candidate		Date

Designation of Use and Additional Terms of Usage – List A

A. The campaigns use of this organizations listserv shall be limited to use for campaigning purposes only and shall only be used as outlined in this form. Designation of use for this listserv is nontransferable and campaigning shall be limited to campaigning for the candidates or slate listed on this form.

B. By signing and submitting this form, the campaign understands that the campaign themselves are responsible for following all University policies regarding technology and listserv usage. Any violations of University policy are subject to a violation hearing and referral to the appropriate University officials.

C. The campaign understands that if any individuals within the listserv objects to receiving campaign material, the campaign must cease usage of the listserv or remove the individual from said listserv.

D. The campaign and organization understands that they must follow all rules and regulations outlined in Chapter 8 Section 11 of the Election Code, and all other relevant provisions of the Election Code regarding listserv usage or campaigning. The campaign will be responsible for failure to comply.

E. The campaign and organization understands that they must Carbon Copy the Election Commissioner in all campaigning materials sent through email as indicated in the Election Code. The campaign will be responsible for failure to comply.

Designation of Use and Additional Terms of Usage – List B



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A. The campaigns use of this organizations signboards and/or digital advertising shall be limited to use for campaigning purposes only and shall only be used as outlined in this form. Designation of use for signboards and/or digital advertising is nontransferable and campaigning shall be limited to campaigning for the candidates or slate listed on this form.

B. By signing and submitting this form, the campaign understands that the campaign is responsible for returning signboards and any late and/or damage fees that may be incurred by use of the signboard. The campaign also understands that these late and/or damage fees must be disclosed as a campaign expense.

C. The campaign and organization understands that they must follow all rules and regulations outlined in Chapter 8 of the Election Code and all other relevant provisions of the Election Code. The campaign will be responsible for failure to comply.

D. The campaign and organization understands that they must follow all policies regarding reserving signboards with the Iowa State University Event Management Office (EMO). The campaign and organization also understands that EMO has the right to deny usage of boards due to violation of policies and/or for unauthorized events.

E. The campaign and organization understands that they must follow all advertising policies set forth by the Memorial Union. The campaign will be responsible for failure to comply.

By signing this form, I agree to the terms of use outlined in Section 1.1 of this form. In addition, I agree to the designation of use outlined in the designation of use and additional terms of usage sections of this form.

President of Organization Signature	x	/	/
Advisor of Organization Signature	x	/	/
Representative of Campaign Signature	x	/	/