All University-approved templates must be used in compliance with all applicable Northern Illinois University ("NIU") policies and procedures, including without limitation the OGC Contracts Procedures. Only contracts which appear on the list below are deemed University-approved templates for purposes of the OGC Contract Review Procedures. In the templates listed below, specific areas of the templates that require completion are highlighted in yellow, and certain fields also include brackets. The final clean version of the agreement should not include any text highlighted in yellow, or any extraneous brackets. When completing a University-approved template, please be sure to remove all unneeded brackets and highlights from the agreement. University templates are revised from time to time by the Office of General Counsel. Before using a template, please confirm that the revision date below and the revision date in the template (located in the document footer) match to ensure that the most current version of the template is being used. Revisions to University templates may only be completed by the Office of General Counsel.

## Procurement Contract Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Products and Services Agreement</td>
<td>Rev 101116</td>
</tr>
<tr>
<td>Document Footer: NIU Products and Services Agreement (Rev 101116)</td>
<td></td>
</tr>
</tbody>
</table>

This template is to be used to procure products and services not covered by a University-approved subject matter specific template (e.g., study abroad agreements, international services agreements, photography agreements, charter/carrier agreements, outside legal counsel agreements, janitorial services agreements, etc.).

| 2. External Facility Rental Agreement         | Rev 051917    |
| Document Footer: NIU External Facility Rental Agreement (Rev 051917) |               |

This template is intended to be used in connection with any type of facility rental (e.g., room, restaurant, hotel, athletic facility, pool, picnic shelter, etc.) at any dollar amount when NIU is renting a third party facility and providing the agreement to be used in connection with the transaction.

| 3. Outside Legal Counsel Agreement            | Rev 020519    |
| Document Footer: NIU Outside Legal Counsel Agreement (Rev 020519) |               |

This template is intended to be used in connection with the engagement of outside legal counsel to perform legal services on behalf of the University.

| 4. EdSystems Services Agreement (Statewide Partners) | Rev 061819    |
| Document Footer: NIU EdSystems Services Agreement (Statewide Partners) (Rev 061819) |               |

This template is to be used to procure services from nonprofit organizations operating on a statewide basis who are working closely with Education Systems Center at NIU to implement state policy initiatives.
University-Approved Template List


   This template is to be used to procure services from nonprofit or governmental organizations working closely with Education Systems Center at NIU to implement education and workforce programs or policies within the context of a particular community.

NON-PROCUREMENT CONTRACT TEMPLATES

<table>
<thead>
<tr>
<th>Template</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Memorandum of Understanding (First Level)</td>
<td>Rev 032222</td>
</tr>
<tr>
<td>Document Footer: NIU Memorandum of Understanding (First Level) (Rev 080621)</td>
<td></td>
</tr>
</tbody>
</table>

   This template is intended to be used in connection with international transactions as a first-level agreement with a foreign educational institution interested in exploring ways to expand scholarly ties and promote closer academic collaboration with NIU.

2. NIUNet Services Agreement  Rev 020119
   Document Footer: NIUNet Services Agreement (Rev 020119)

   This template is intended for use by NIU’s Division of Information Technology in connection with NIUNet initiatives, which are initiatives designed to provide general technical and development support, fiber-optic cable network services and co-location to other governmental and not-for-profit organizations.

3. Agreement for Student Internships/Externships  Rev 103019
   (for NIU College of Liberal Arts and Sciences)
   Document Footer: NIU Agreement for Student Internships/Externships (CLAS) (Rev 103019)

   This template is intended for use by the NIU College of Liberal Arts and Sciences in connection with NIU student internships and externships with a Sponsor where the payment structure provides for direct payment by NIU to the Student Intern/Extern, and reimbursement by Sponsor to NIU for the performance of the Internship/Externship.
University-Approved Template List

4. **Intergovernmental Agreement Relating to Professional Information Technology Services**  
   Rev 061120  
   Document Footer: NIU IGA Relating to Professional IT Services (Rev 061120)
   
   This template is intended for use by NIU's Division of Information Technology in connection with its collaborations with and provision of information technology services to other Illinois municipalities or units of local government.

5. **Student Senior Design Project Agreement**  
   (for NIU College of Engineering and Engineering Technology)  
   Rev 092321  
   Document Footer: NIU Student Senior Design Project Agreement (Rev 092321)
   
   This template is intended for use by the NIU College of Engineering and Engineering Technology in connection with senior design projects sponsored by industry, non-profit institutions, and/or entrepreneurs.

6. **Facilities Use Agreement (Family Weekend)**  
   Rev 021622  
   Document Footer: NIU Facilities Use Agreement Template – LT (Family Weekend) (Rev 021622)
   
   This template is intended for use by the Lorado Taft Field Campus in connection with use of the Taft facilities for a family weekend experience on the Lorado Taft Field Campus.

7. **Facilities Use Agreement (Outreach Conferencing)**  
   Rev 022322  
   Document Footer: NIU Facilities Use Agreement – OC (Rev 022322)
   
   This template is intended for use by NIU Outreach Conference and Event Services in connection with internal NIU meetings, external corporate meetings, association conferences, social events, and other events.

8. **Facilities Use Agreement (Outdoor Education)**  
   Rev 021622  
   Document Footer: NIU Facilities Use Agreement – LT (Outdoor Education) (Rev 021622)
   
   This template is intended for use by the Lorado Taft Field Campus in connection with use of the Taft facilities for an Outdoor Education program.

   Rev 082522  
   
   This template is intended for use by NIU Colleges in connection with the establishment of a full cost recovery credit course or program with employers.

This template is intended for use by NIU Colleges in connection with the establishment of a full cost recovery credit course or program with professional associations (educational service organizations).

Last Revised Date: August 25, 2022