.org Domains at The University of Montana, Missoula

Creating a .org (or any other non umt.edu domain) requires the completion of an application process, and if approved, a few simple steps.

1. The first step in creating a .org domain/site to be created and hosted at the University of Montana, Missoula is to review UM Policy 501 and determine whether or not your domain/site qualifies to be hosted on the UM network.

   *Policy UM Policy 501 outlines what domains can be hosted by or affiliated with the University.*

2. If your domain/site qualifies, the next step is to choose an available domain name and register it with a domain registering service (Register.com, GoDaddy.com, etc.). Domain registering services are also useful for identifying available domain names.

3. After you have chosen and successfully registered your domain name, you will need to find or provide a host server that can be made publicly available on the Internet. You can have your site hosted by UM Information Technology similarly to other web-hosting providers. IT as well as other hosts should be able to provide you with options such as operating system, databases, etc.

   *It is possible to provide your own web-server and connect it to the University's Network. Network Usage charges apply.*

4. After you have chosen a host, you will need to have your domain name listed on a DNS (Domain Name System) server. The DNS entry for your domain name will map to the address of the web-server that you have chosen to host your site. DNS is analogous to an entry in the Yellow Pages that maps a business name to its phone number. The University’s IT department can create and host this entry for you.

Description of Fees:

1. Domain Name Fee is applicable if you choose to host your domain name on the University’s DNS servers.

2. Basic Network Usage Fee is applicable if you choose to host your website on your own server on the University's network.

3. Optional Web Hosting Fee is applicable if you choose to have your website hosted on one of IT’s web-servers.

4. Email Hosting fee is applicable if you want to have email addresses created for your domain (i.e. jane.doe@mynewdomain.org).
Memorandum of Understanding

By submitting and signing this application, you are accepting the responsibility to maintain this proposed site in a manner consistent with federal, state, local and University laws and policies. The “Applicants” are defined as the requestor and their sponsoring department head or dean.

This application is for (check all that apply):

- Creation of DNS entry for non-UM domain name.
- Internet/Network access for applicant-supplied server.
- Hosting of website on UM IT web-server.
- Hosting of email accounts for this domain.

Conditions

1. The applicants guarantee that the proposed domain(s)/site(s) will be operated in accord with federal, state, local and University laws and policies (See UM Policy 501).

2. The applicants agree to limit the material served by their domain(s)/site(s) to that which is described in the justification section of this application.
   a. The applicants will not provide access via their domain(s)/site(s) to any material that would be detrimental to the University’s image, reputation or mission.
   b. Unauthorized changes in the nature or type of information accessible from the domain(s)/site(s) are potential cause for immediate suspension of this agreement.

3. The applicants accept financial responsibility for domain name registration, and for any fees that apply for the services selected above.
   a. It is understood that due to network traffic created by this site, additional network usage fees may be charged.
   b. The applicant accepts financial responsibility for any damages that occur through the introduction of this site on to the University’s network.

4. The applicants understand that this agreement is for basic network usage and that streaming audio, video and other high bandwidth content is not permitted under this agreement. (Please contact IT to discuss possible arrangements for higher bandwidth needs.)

5. Access and Support will be defined in a Service Level Agreement and will vary depending upon services provided by IT.

6. The applicants agree to monitor the domain(s) and site(s) to ensure that activity complies with UM Policies.

7. The applicants accept responsibility for adhering to security standards and for preventing to the best of their ability activities related to their domain(s)/site(s) that have negative impact on other computing resources on the University’s network.

8. The applicants accept full responsibility for any and all damages to the UM network and computing resources introduced through any inappropriate activity occurring on the domain(s)/site(s).
9. The applicants agree that there will be no commercial activity or revenue generating activities conducted on the domain(s)/site(s).

10. This agreement may be terminated by the applicants upon sixty (60) days written notice to IT; no refunds will be provided.

11. This agreement may be terminated at any time by UM upon receipt of information that any of the aforementioned conditions have been violated.
   a. Suspension of service/access will be put into effect immediately upon receipt of information that any of the aforementioned conditions have been violated.
   b. Suspension notice will be sent immediately to the applicants via email, phone and hardcopy, and it will indicate a course of action that must be taken in order for the suspension to be lifted.
   c. Suspension will only be lifted after the applicants clearly demonstrate that they have satisfactorily addressed the cause of the suspension.

12. Annual charges for this hosting service are due and payable at the time this contract goes into effect or is renewed.
   a. Failure to provide full and timely payment will result in suspension.
   b. Charges/Fees are outlined in Appendix A.
   c. Charges/Fees are subject to change.
   d. Annual review of network usage statistics may be used to determine if additional charges will apply.

Name of .org Organization:

Domain Name:

Term of Agreement (start/end):

Justification (Briefly describe the reason for requesting the addition of a .org domain to The University’s environment.)

Requestor:  

Department Dean/Director:  

CIO:  

Signature  

Date  

Signature  

Date  

Signature  

Date
### .org Fee Schedule

1. Domain Name (DNS) Fee  |  $50.00 one-time
2. Basic Network Usage Fee |  $150.00/yr.
3. Web Hosting Fee        |  $100.00/yr.
4. Email Hosting Fee      |  $5.00/month/box.

Billing Contact name:  

Banner Index Code for billing:  

*The fees listed above are subject to change due to network traffic generated by the domain(s)/site(s).*