



Event Co-Sponsorship Request Form

Date Request Submitted _____ Non-University Organization _____

University Organization/Department Sponsor _____

Campus Contact _____ Phone _____

Campus Address _____ E-mail Address _____

Event Name _____

Nature of Event _____

Campus Space Requested	Facility	Time	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

While the addition of co-sponsored events can improve community relations, it must not be used to shield non-university groups from rental fees. The act of co-sponsorship is defined as active coordination and support of the event. Support of the event requires the following:

- 1) Approval by college department head or in the case of student organizations, the Director of Student Organizations & faculty advisor.**
- 2) The co-sponsoring organization/department will designate a campus contact to work with the scheduling office and be present for the entire event.**

Co-sponsored events are not charged rental fees. However, special fees may be assessed for extra setup or unusual cleanup. Normal technician fees apply. A rental fee may also be assessed if your organization is not represented at the event.

I verify the university's commitment to co-sponsor this event.

Signatures

Printed Name

__Dean __VP __ Dept. Head __ Organizations Dir.

Faculty Advisor (for student organizations)