



# SURC Sponsorship Form

Sponsorship allows recognized student organizations and University entities to host events in the Student Union in conjunction with off-campus entities that share common goals and objectives. Sponsorship provides off-campus entities with discounted rates and campus-wide promotion of the event. Applications for sponsorship in which no clear relation between the entities collaborating or benefit to the university student body may be denied.

## Purpose

- To track sponsored events and maintain appropriate use of the facility.
- To ensure all events in the Student Union & Recreation Center are in the best interest of the students.
- To ensure that all parties involved are aware of costs, agreements and liability associated with sponsoring an event.  
(CWUR 3-40-380 FACILITIES USE PROCEDURES #1, bullet point K)

## Guidelines & Procedures

The Student Union Advisory board will consider requests for sponsorship from any recognized student organization or University entity. Events must meet the following criteria and guidelines to be considered for sponsorship:

- All details of the event must be in compliance with Student Union Operations policies and procedures.
- The sponsoring on-campus organization is the “owner” of the event and will be held responsible for all communication, planning and billing for the event.
- The sponsor will be invoiced for all charges associated with the event. Charges cannot be split between multiple entities. Accurate and current billing information must be on file one month before the event.
- Final arrangements must be made one month prior to the date of an event or the event may be cancelled. This ensures that space and resources can be reallocated to other student organizations or University entities.
- Advertising should not include the Student Union or University logos without prior approval from the Publicity Department, specific department or Trademark & Licensing.
- All parties will agree to fill out a Student Union Event Evaluation form following the event.
- In order to serve alcohol at an event sponsored, the sponsoring organization must submit an Approval for Alcohol Request and receive the approval letter. State laws regarding alcohol service must be followed and appropriate licensing obtained. No tobacco, unapproved bar service, or illegal substances are permitted at any event. If any of these substances are present at the event, the sponsor may forfeit any discount from this agreement and may forfeit future sponsorship eligibility.
- Sponsors must complete and return this sponsorship form to the Student Union Operations office. **Request must be received no later than one month prior to the event.** This form must be approved by the Student Union Advisory Board or its designee.

## Rates

A sponsored event receives a 50% room rental discount. Equipment, cleaning/setup fees, tech time and building manager fees are charged at the University Group rate. **Please see the SURC room rental and equipment rental rate sheets provided by the Student Union Operations & Scheduling office, SURC 146.**

<u>Event Title:</u>		
<u>Event Date:</u>	<u>Start Time:</u>	<u>End Time:</u>
<u>Location of Event:</u>	<u>Reference # of Reservation:</u>	
<u>On-Campus Organization sponsoring the event:</u>		
<u>Contact Person(s):</u>		

<b>Phone:</b>	<b>Email:</b>
<b>Off-Campus Organization being sponsored:</b>	
<b>Contact Person(s):</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Purpose and Description of Event (how does this event benefit students?):</b>	
<b>Why is there a need for Sponsorship?</b>	
<b>Billing Address/Mailstop of Sponsor:</b>	
<b>Additional information (Optional)</b>	

**Please attach a copy of your event reservation confirmation and any additional supporting informational documents.**

**Signing below** signifies that all parties are in agreement concerning the information listed above and agree to be bound by the terms and conditions expressed in this sponsorship form as well as the Facilities Usage Agreement that governs scheduling on CWU's campus, which can be found at <http://www.cwu.edu/resources-reports/cwur-7-30-080-facilities-use-procedures>

**Sponsoring Organization:** \_\_\_\_\_ **Sponsored Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Student Union Advisory Board Use Only</b>	
Date request received by Student Union Operations:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied  Date:	Advisory Board Signature:

FORM REVISION 2/1/18