

Reservation Number:

Event Name:

Date:



CENTRAL CONNECTICUT STATE UNIVERSITY

Form for Campus Sponsorship of Non-Campus Organization Programs

Connecticut State University Board Resolution # 06-96 outlines the use of university facilities by non-university organizations and individuals.

The resolution resolves...” That Presidents of the Connecticut State University System may permit non-university organizations and individuals to make temporary use of campus buildings and facilities for purposes not inconsistent with the educational purposes of the universities provided (1) that the organization or individual proposes a use of university facilities which is educational or public-service in character or which is of particular service to the university, and (2) that the organization or individual shall be responsible for all costs incurred in connection with the event except for those costs which the President or their designee determines to be legitimate college expenses.”

Please read and review the following definitions to determine the role and responsibilities your campus department will fulfill in supporting an event on campus.

Definitions of External Client Sponsorship

1. Campus Sponsor is defined as a University Department or organization in good standing at the University that will work closely and cooperatively with an outside organization in the planning and implementation of their program.
2. By agreeing to serve as the Campus Sponsor the Department is stating that this is an organization and program with which the University wants to be affiliated.
3. The Campus Sponsor will provide a designated Departmental Representative to attend the initial meeting with the Client and the Central Reservations representative to review details of the event/program to be held at the University.
4. The Campus sponsor will provide a designated departmental representative who will work with the respective event coordinator throughout the planning of the program.
5. The Campus Sponsor will be aware of the rules and regulations and will assist governing the use of the University property and equipment and shall be responsible for adherence to them.

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6. The Campus Sponsor will assist to ensure that the Client shall be responsible for the conduct of those in attendance at their event and shall provide for the necessary personnel, as determined by CCSU, to provide adequate and appropriate supervision of these attendees in accord with and adherence to all of University policies and procedures which include but are not limited to the use of alcoholic beverages, consumption of food and the prohibition of smoking in all University facilities.
7. By signing the sponsor section of the contract, the Campus Sponsor agrees to assist with ensuring that the organization compensates the University for services rendered.

Facility Fee Rentals

All External Clients are responsible for paying Facility Use Fees. On special occasions, the University may grant a waiver of fees for use of its facilities. All Facility Fee Waiver requests must be made in writing to the Office of the Chief Administrative Officer for consideration. The Client can initiate such a request with the University Event Coordinator assisting with their event. Clients must submit a Facility Fee Waiver Request prior to the execution of the Facility Use Agreement. The Office of the Chief Administrative Officer will only review requests prior to the date of the event.

Grant Funded Programs: Grant funded programs will be treated as a nonprofit outside organization when it comes to fees for use of facilities and services.

Extended Facility Rental

From time to time, the University may receive requests for use of one of its facilities over an extended period of time. Such requests will be judged on an individual basis subject to negotiation with the appropriate University officials.

By signing this form, the Dean, Chair, Director or Executive Officer states the department's role with this event will be the campus sponsor. The Department's event planner/liaison agrees to the above guidelines and to comply with the State and University regulations.

Campus Sponsor/ Faculty Member(*Signature*) *Date*

Campus Sponsor/ Faculty (*Please Print Name*)

Dean, Chair, Director or Executive Officer *Date*
(*Signature*)

Dean, Chair, Director or Executive Officer
(*Please Print Name*)

Title (Please Print)