



Sponsorship Agreement

DATE:	RESERVATION NUMBER:
EVENT DATE(S):	
SPONSORING DEPARTMENT/STUDENT GROUP:	
CONTACT NAME:	
EVENT NAME:	
SPONSORED GROUP OR ORGANIZATION:	
CONTACT NAME FOR SPONSORED GROUP OR ORGANIZATION:	

I, _____, representing _____ (registered student group or university department), have read and agree to the following policy statement for sponsorship of non-WSU groups to use Wichita State University facilities.

I understand that the organization being sponsored by my group / department may incur charges for space and equipment rental. I confirm that I have been provided with a reservation confirmation or proposal that accurately reflects the group's intended facility usage.

Sponsorship

The sponsoring organization assumes responsibility for the non-WSU group activity to include policy compliance, event charges and damages. The sponsored organization will be invoiced for any charges associated with the event. Any charges that are 90 plus days overdue become the responsibility of the sponsoring organization. A contact person for the sponsoring and sponsored organization must be designated. It is highly recommended that both contacts be part of the planning process and be present at the event.

Rhatigan Student Center Event Services

WSU Hosting Group

Date

Date