



Sponsorship Request Form

Note: For an On-Campus Organization Sponsoring an Off-Campus Organization

Section 1 — Event Information

Event Title: _____

Event Date & Time: _____

Event Location (On Campus): _____

Brief Event Description:

Section 2 — Off-Campus Organization Information (Requesting Sponsorship)

Organization Name: _____

Type of Organization (nonprofit, business, etc.): _____

Primary Contact Name: _____

Phone: _____ Email: _____

Section 3 — On-Campus Organization Information (Sponsoring Organization)

Department: _____

Primary Contact Name: _____

Phone: _____ Email: _____

Section 4 — Required Attachments

- Event plan or agenda
- Proof of insurance
- Alcohol Request Form
- Vendor or performer information (if applicable)

Section 5 — Financial

- The **off-campus** organization will pay:
 - Room Rental charges
 - After-Hours charges
 - Security (if required)
 - Catering
 - Cleaning Fees (if required)
 - Other _____
- Billing Information
Name _____
Address _____
Phone _____ Email _____
- The **on-campus** organization will cover:
 - Room Rental charges
 - After-Hours charges
 - Security (if required)
 - Catering
 - Cleaning Fees (if required)
 - Other _____
- Shared costs (describe): _____

Signatures

Off-Campus Organization Representative

I certify that the information provided is accurate and that our organization agrees to follow all university policies and procedures.

Signature: _____ Date: _____

On-Campus Organization Representative

I agree to sponsor this event and accept responsibility for ensuring compliance with university guidelines.

Signature: _____ Date: _____