

Office of Events Management

Sponsorship Request

Please read carefully the requirements for sponsorship and complete the questions below. When you have finished this form, **return it to the Office of Events Management**. Requests will be sent to the VP of University Relations and the VP for Administration for approval. Your event manager will advise you when the sponsorship is approved or disapproved.

What is sponsorship: A recognized GMU department or organization partnering with an outside group.

Requirements for Sponsorship: Any event that is cosponsored with, or otherwise involves, an external group not affiliated with the University requires the submission of a written justification that demonstrates a clear connection between the event and the mission of the organization or department affiliated with the university. **The primary contact with the university regarding logistical support for the event will be a representative of the on-campus organization.** A representative from both the on-campus organization and external group will be required to be present from beginning to end of the event. The names of those individuals and appropriate contact information must be provided at the time the reservation is made.

The on-campus organization is responsible for payment of fees associated with event support. Student organizations cannot sponsor an event that generates revenue: money, tickets or donations. Departmental sponsorship for events that are not free to participants, or include the exchange of funds that exceed those associated with the direct costs will be assessed a 50% reduction of the rental fee. To receive a 75% reduction of the rental fee, the co-sponsored event must be free to participants, and any exchange of funds may only be those to pay for direct costs, invoiced and associated with the event.

If an individual, department or student organization violates the criteria for hosting events with external groups, that individual, department or organization will be billed for use of the space. Additionally, the university reserves the right to deny an individual, department or organization use of space for a semester or more if the event were to be consciously misrepresented, to include the revocation of any reservations made prior to the misrepresented event. Repeat violations could result in a long-term ban on the use of space. **(Admin. Policy 1103)**

-
- What is the name of your GMU organization/department?**

 - What is the name of group you wish to sponsor?**

Sponsorship Request

- ❑ **What is the title and description of the event you wish to sponsor?**

- ❑ **What is the date of the event?**

- ❑ **What is the description or mission of the group you wish to sponsor (*what they do and how they do it*)?**

- ❑ **What is the correlation between the event and the mission of your organization/department?**

- ❑ **Are funds being raised in connection with this event?**

- ❑ **If so, how are those funds being distributed?**

- ❑ **Who will act as the primary contact between this group and the events office (*name a person from your GMU organization/department*)?**

- ❑ **How many members of your GMU organization/department will attend the event?**

- ❑ **Is this event open to the campus community?**

Sponsorship Request

-Signature Page-

Please print your name and title: _____

Please sign and date here: _____



Faculty Request:

Signature of the Dean of your college or the Vice President of your division & Date:



Student Request:

Signature of Organization President & Date: _____

Signature of Faculty Adviser and Date: _____

OFFICE USE ONLY

Sponsorship Approved: YES _____ NO _____

Authorizing Signature: _____

Date: _____